



APS Interview Checklist

Before the Interview:

- Visit the restaurant.
- Visit the company website to note key accomplishments and history. (Remember a few key points to showcase your due diligence at the interview)
- Know recruiter's name, position and some personality characteristics.
- Get proper directions. Do a dry run to the site. Take traffic into consideration.
- Press suit, dress, etc. and try on entire ensemble.
- Prepare thoughtful, relevant questions about the company
- Anticipate and prepare for tough questions.
- Have a clean, updated copy of the resume that was presented by APS.
- Get a good night of sleep. Eat right.
- Call your APS recruiter the night before to confirm final details and get last minute advice.
- Role-play some interview questions with a friend or family member (ask APS recruiter for a copy of these questions).
- List your key accomplishments and remember them.
- Have a list of references of former or current supervisors, managers or peers available. (Typed or hand-written is fine. Have at least 3).
- In the unfortunate event of a traffic emergency, bring your APS recruiter's number with you.

At the Interview:

- Have the right image (cell off, no gum, no cigarette smoke, etc.).
- Have a firm handshake, big smile, good eye contact, and speak clearly.
- Watch for non-verbal distractions (tapping foot, playing with pen, etc.).
- Highlight your key accomplishments when given the opportunity and be enthusiastic and confident about yourself.
- Never be negative about past employers. Report factual information in an un-biased, upbeat fashion about why you left each of your previous employers.
- Showcase your due diligence from the planning above about the company. Make sure they know **YOU WANT TO WORK THERE** and not just "get a job".
- If an application is required, be sure to report 100% factual information.
- Know your salary requirements that were previously given to the company on your behalf by APS.
- Thank the interviewer for his/her time and ask for the position!

After the Interview

- CALL YOUR APS RECRUITER ASAP** to establish what the next step will be.