

Going for an interview can make you nervous. We are here to help you with the preparation.

Check that you are ready for the interview with this check list.

Check list	YES	NO
Company's address		
How to reach the place: Directions, bus/train number, time it will take to reach		
Contact person full name		
Contact phone number		
2 copies of your resume		
Job description		
Details of the company: what does it do		
2 passport size photographs		
Experience letter		
Copy of degree		
Plastic folder to carry documents		
Contact details of your previous employer		
Questions you want to ask Interviewer		
Notepad and Pen		
Formal dress: Washed, ironed		
1 clean handkerchief or tissues to clean your face and hands when you reach interview address		
Clean, polished shoes or closed sandals (for women)		
Nails trimmed		
Hair cut or neatly tied		
Not too much jewellery		

You can download the List in Hindi [here](#) and in English [here](#).

Happy interviewing.