

# Interview Preparation Checklist

Bare Minimum Checklist	
Resume	
Picture (4R Full Body and 2x2 Headshot)	
Business Attire prepared	
Other specific airline requirements (NBI, Birth Certificate, etc.)	
Check Height (Consistent with airline requirement)	
*BMI (Body Mass Index -Consistent with airline requirement if required)	
Physical Appearance Checklist - Male	
Hair (clean cut and formally styled, no wild colors - roots not showing)	
Facial Hair (clean shave)	
Nails (clean and groomed )	
Tattoos (keep hidden)	
Tie (choose one that reflects your personality)	
Suit (Use a professional looking suit, keep it creaseless, take it off on your commute / drive on the way to the interview venue)	
Shoes (clean and polished)	
Accessories (no flashy items, a wristwatch will do. Remove any piercings)	
Physical Appearance Checklist - Female	
Hair - (Bun make sure no strands are sticking out or styled if shorter than the collar of your blouse, no wild hair colors - roots not showing )	
Full Make-up (cover any imperfections)	
Nails (well-groomed and polished with red, nude or French tip)	
Accessories (no flashy items, a wristwatch and stud earrings will do)	
Suit (Use a professional looking suit dress or blouse and skirt combo, keep it creaseless, take it off on your commute / drive on the way to the interview venue)	
Shoes (clean and polished)	
Mental Prep Checklist (see chapter 5)	
Answers to basic questions prepared, memorized and practiced spontaneous delivery	
Airline Company Researched (tagline, CEO, destinations, etc.)	
Role of the Flight attendant fully understood and researched.	

Guaranteed Success Checklist	
Get enough sleep before the interview day	
Eat healthy food (you are what you eat)	
Interview venue and time are confirmed	
Plan on how to get to the interview on time completed	
Motivated and Enthusiastic Attitude worked on	
Effective Communication Skills practiced (speaking and listening)	
Emotional Roadblocks have been identified and settled (to be discussed more in chapter 6)	
Spiritual Preparation done	

Table 1.1 Interview Preparation Checklist

Filename: Interview\_Preparation\_Checklist.docx  
Folder: /Users/katrinaruthramos/Downloads  
Template: /Users/katrinaruthramos/Library/Group Containers/UBF8T346G9.Office/User  
Content.localized/Templates.localized/Normal.dotm  
Title:  
Subject:  
Author: Microsoft Office User  
Keywords:  
Comments:  
Creation Date: 6/1/17 11:24:00 AM  
Change Number: 5  
Last Saved On: 6/1/17 1:03:00 PM  
Last Saved By: Microsoft Office User  
Total Editing Time: 23 Minutes  
Last Printed On: 5/21/19 9:38:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 322 (approx.)  
Number of Characters: 1,841 (approx.)