

- 😊 1 Practice following the flow of an interview.
- 😊 2 Act as an interviewer and check others' interview performance using the checklist below.
- 😊 3 Note comments given by others in the comment column below.
- 😊 1 按照面试的流程, 试着练习一下吧。
- 😊 2 尝试一下你作为面试官, 面试其他人, 然后在以下的确认表中进行确认。
- 😊 3 将其他人反馈的意见, 记载下表中。

[Interview Checklist] / [面试确认表]

	check items 检查项目	comments 备注
1. Clothes / manner 服装、态度	<ul style="list-style-type: none"> ✓ Were clothes and appearance appropriate and well-groomed for the interview? ✓ Were there any inappropriate actions when entering/leaving the room or greeting? ✓ 是否穿着适合面试的服装? ✓ 进来和退出时是否有打招呼? 	
2. Contents 内容	<ul style="list-style-type: none"> ✓ Did you clearly understand the person's strengths? ✓ Did you clearly understand the reasons for applying? ✓ Did the person research the company and expressed why he/she wanted to work for them? ✓ 了解对方的长处吗? ✓ 了解对方的求职动机了吗? ✓ 了解对方想加入企业的理由了吗? 	
3. Way of speaking 说话方式	<ul style="list-style-type: none"> ✓ Did the person speak with the appropriate voice volume? ✓ Was the rate of speech appropriate? ✓ Did the person speak politely? ✓ 声音足够大吗? ✓ 语速怎么样? ✓ 说话是否有礼貌? 	
4. Posture / eye contact 姿势、视线	<ul style="list-style-type: none"> ✓ Was the person's posture appropriate while sitting? ✓ Was the person looking at the interviewer's face? ✓ 坐姿怎么样? ✓ 视线看着面试官吗? 	

5. Checklist on the day before an interview / 面试前一天的准备

- Did you make sure you have prepared everything you need? Let's check! ✓
- 是否准备完毕? 勾选 ✓
- Are your clothes and grooming well-prepared? (suit, shoes, bag, hair, nails)
- Did you check how to get to the venue for the interview, a means of transportation, and required time to get there?
- Do you have everything you need including a copy of your resume and writing implements?
- Do you have a memo with the name and contact information (telephone number) of the person in charge of the interview at the company?
- 服装是否合适? (西服、鞋、包、发型、指甲)
- 面试场所、交通方式和所需时间, 都确认了吗?
- 是否带好简历的复印本和笔记本等?
- 是否记录下来面试企业的联系人的电话和联系方式(电话号码)?

* Never be late for an interview. Should you be late due to transportation trouble, such as train delay, be sure to call the contact person in charge.

* 绝对不能迟到, 如果由于电车故障等而要迟到时, 一定要与企业负责人联系。

