

TrainThem - Sales Consultant Interview Checklist

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Dress and Personal Presentation	
Clothes - clean and ironed	
Shoes - clean and suitable heel height	
Clothes suitable for position applying for – if unsure, check stores branding by checking out other sales staff Generally – Ladies – skirt & blouse/dress with jacket - Men – trousers with white or light coloured shirt and jacket and complementing coloured tie (no white socks)	
Self – clean; use deodorant, easy on perfume/cologne and have fresh breath – Smokers use mints NOT chewing gum	
Hair - clean and brushed/combed	
Fingernails – clean and any polish unchipped	
Make-up - light and natural	
What to Take	
Always printed copy of resume – don't expect employee to have printed it out.	
List of Referees if not included on resume – up to date contact details	
Identification eg. licence/passport	
Originals of Certificates/Awards/Qualifications	
A pen	
Before the Interview	
Research the company	
Brainstorm typical interview questions and your responses	
Plan transport and needed travel time –always be early	
Turn off your mobile phone	
At the Interview	
Talk clearly and loud enough for interviewer/s to easily hear you	
Be confident	
Introduce yourself and smile	
Listen carefully to questions and respond appropriately with answers that are specific – don't waffle	
Have 1 or 2 pre-planned questions to ask	
Make regular eye contact	
Answer questions honestly	
End of Interview	
Thank the interviewer for their time	
Shake hands if a hand is extended to you only	

Worst Scenario – If you get lost or experience an unforeseen delay always phone the interviewer immediately to explain and apologise.

TIP TO REMEMBER – the Interview does not just take place in the showroom or office – Your interview starts as soon as someone **sees** you – It could be as you cut someone off as you drive into the car park with stereo blaring