



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107



AN AUTONOMOUS INSTITUTION

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

CHECKLIST

A **checklist** is a type of informational job aid used to reduce failure by compensating for potential limits of human memory and attention. It helps to ensure consistency and completeness in carrying out a task. A basic example is the "to do list." A more advanced checklist would be a schedule, which lays out tasks to be done according to time of day or other factors. Checklists are often presented in interrogative form as lists with small checkboxes down the left hand side of the page. A small tick or checkmark is drawn in the box after the item has been completed. The questions should begin with the auxiliaries like Is, Are, Do, Does, Has and Have which should be followed by the subject.

Examples

	YES	NO
1. Is there someone to take care of the patient?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they wearing footwear?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do I have enough money?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does she had her breakfast?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has she taken the ticket with her?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have I taken all the documents?	<input type="checkbox"/>	<input type="checkbox"/>





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Pre-Interview Checklist

	yes	No
Have you worked out how to get to the interview location?	<input type="checkbox"/>	<input type="checkbox"/>
Has the date of interview confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
Whether resources will be available to you at the interview?	<input type="checkbox"/>	<input type="checkbox"/>
Have you researched the organization and their products?	<input type="checkbox"/>	<input type="checkbox"/>
Printed out an extra CV?	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared a copy of your most portfolio?	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared relevant questions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you decided what to wear?	<input type="checkbox"/>	<input type="checkbox"/>

Exercises:

1. Imagine that you have to go New Delhi to appear for an interview. Make an eight item check list with a proper title for your reference.
2. Write a check list of eight items for job-searching –planning and preparation.
3. Write a check list for cover letters when applying for a job.
4. Write a Check list containing at least eight items to maintain a two wheeler.
5. Prepare an eight item Check List stating the things to be checked in the process of organizing a paper presentation session.
6. Prepare an eight item Check List to organize a Technical symposium in your college.
7. Write down a Check List containing at least eight items to avert fire accidents in public functions conducted in temporary structures.
8. Imagine that you have to go to Delhi to attend an interview.
9. Write a Check List containing eight items which will help you to prepare for Campus Interview.



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10. Imagine that you have to conduct a two day Conference in your college. Prepare a Check List that you would like to do for the smooth conduct of the Conference.
11. Imagine that you are the Branch Manager of State Bank of India. You have to attend a one day training programme in Delhi. Prepare a Check list to be checked just before starting the journey for the training programme.
12. Write a Check List of eight points to provide clean drinking water to villagers in your district.
13. Write a Check list containing at least eight items to maintain a two wheeler.
14. Prepare an eight item Check List stating the things to be checked in the process of organizing a paper presentation session.
15. Prepare an eight item Check List to organize a Technical symposium in your college.
16. Write down a Check List containing at least eight items to avert fire accidents in public functions conducted in temporary structures.
- 17.. Imagine that you have to go to Delhi to attend an interview. Write a Check List containing eight items which will help you to prepare for Campus Interview.
18. Imagine that you have to conduct a two day Conference in your college. Prepare a Check List that you would like to do for the smooth conduct of the Conference.
19. Imagine that you are the Branch Manager of State Bank of India. You have to attend a one day training programme in Delhi. Prepare a Check list to be checked just before starting the journey for the training programme.
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