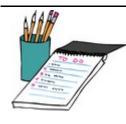
Pre-Interview Checklist



Because an employer may call at any time to schedule a job interview, you need to be prepared. Keep copies of this checklist next to the telephone so when an employer does call, you will be able to record and organize the information you need. Once you have concluded the phone call, use this Pre-Interview Checklist to prepare for the next important phase of your job search, the interview. Make at least 10 copies of this checklist.

| Reco | cord the following information from the ca | iller: | | |
|-------|--|--------------|--|--|
| | | Date of | the call | |
| Com | mpany Name: | | | |
| Perso | rson who called: | | | |
| Date | te of the interview: | | Time | |
| My i | interview will be with: | | | |
| | cation of the interview (building and room) | | | |
| | Address: | | | |
| | City | | | |
| Whe | nere should I park? | | | |
| Inter | erviewer's telephone number: | | | |
| Do I | I need to bring anything to the interview? | No | Yes, What | |
| Betv | tween now and the interview date, prepar | e the follow | ving for the interview: | |
| A. | Try to find out as much as you can about the emp & the Employer. | loyer. Revie | w the JobSearch Guide <i>How to Research the Job</i> | |
| | I have re-read the JobSearch Guide How to Research the Job & the Employer. | | | |
| | I have researched the employer on the Interpretation the JobSearch Guide How to Research I understand the main business of the contraction. | the Job & th | mpleted <i>The Company Worksheet</i> that is a part of the <i>Employer</i> . | |

| B. 1 | Here are five skills that I have that match this job: | | | |
|------|---|----|--|--|
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |
| C. | I have reviewed my résumé and job application and can support everything on both. Yes No | | | |
| D. | Here are three things I learned in school that help prepare me for this job: | | | |
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| E. | ew the common interview questions found in the JobSearch Guide <i>Common Interview Questions</i> . Practice vering each question as it relates to this job. If possible, have a friend or relative ask you the questions. eat your answers until you feel comfortable with your responses. I have practiced answering the common interview questions. | | | |
| F. | I have the following ready to take to the interview: | | | |
| 1. | Four copies of my résumé. | | | |
| | Two copies of my completed JobSearch Guide <i>Sample Blank Employment Application</i> . A list of my personal references. | | | |
| | If the interview came from a cold call contact and you completed the JobSearch Guide Cold Contact Telephone Log for that job, bring a copy of your completed Log. A copy of the JobSearch Guide Post-Interview Worksheet. | ll | | |
| G. | I have checked the route that I must take to get to the interview. | | | |
| | | _ | | |
| Н. | I estimate that it will take me minutes to get to the interview. In order to arrive at least 1 minutes early I need to leave home at (time). | 3 | | |
| Th | e day of the interview: | _ | | |
| | My clothes are clean and pressed. My shoes are polished. | | | |
| | I have bathed, brushed my teeth, combed my hair and used deodorant. | | | |
| | I have sufficient change to pay for parking, bus or subway. | | | |

You have prepared, so on the way to the interview, relax. Good luck!