

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.*

Record the following information from the caller:

Date of the call _____

Company Name: _____

Person who called: _____

Date of the interview: _____ Time _____

My interview will be with: _____

Location of the interview (building and room) _____

Address: _____

City _____

Where should I park? _____

Interviewer's telephone number: _____

Do I need to bring anything to the interview? _____ No _____ Yes, What _____

Between now and the interview date, prepare the following for the interview:

A. Try to find out as much as you can about the employer. Review the **JobSearch Guide *How to Research the Job & the Employer***.

_____ I have re-read the **JobSearch Guide *How to Research the Job & the Employer***.

_____ I have researched the employer on the Internet and completed ***The Company Worksheet*** that is a part of the **JobSearch Guide *How to Research the Job & the Employer***.

_____ I understand the main business of the company.

B. 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. Review the common interview questions found in the **JobSearch Guide** *Common Interview Questions*. Practice answering each question as it relates to this job. If possible, have a friend or relative ask you the questions. Repeat 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:

- ___ Four copies of my résumé.
- ___ Two copies of my completed **JobSearch Guide** *Sample Blank Employment Application*.
- ___ A list of my personal references.
- ___ If the interview came from a cold call contact and you completed the **JobSearch Guide** *Cold Call Telephone Log* for that job, bring a copy of your completed *Log*.
- ___ A copy of the **JobSearch Guide** *Post-Interview Worksheet*.

G. _____ I have checked the route that I must take to get to the interview.

H. _____ I estimate that it will take me _____ minutes to get to the interview. In order to arrive at least 15 minutes early I need to leave home at _____ (time).

The 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!