Interview Checklist

1. GET READY

CHECK: The organization (from reference section of library, public relations department of firm, friends)

   Its locations
   Productions and services
   Potential market
   Earnings
   Policies
   How/where do you fit in?
   What else?

CHECK: Important items you wish to cover
   Your strengths
   Your experiences
   Your interests

2. GET SET

CHECK: Items of application (if to be filled out there bring Fact Sheet with you)

CHECK: Copies of resume, letters of reference (if you have them) and if relevant, examples of your work
   Exact time, date, location (building and room), parking
   Name of interviewer (and its pronunciation)

3. GO

CHECK: Your appearance and manner
   Neat, clean, conservative outfit
   No gum, no smoking, no fidgeting
   Shake hands firmly
   Sit comfortably, straight, at ease
   Eye contact

   Your attitude: an enthusiastic, assertive job seeker

   Define goals
   Be prepared to discuss details about job experience, education, other training including names and addresses, dates, positions and duties
   Uncritical of past employers, teachers, co-workers

   Show evidence of good human relations
   Sense of humor
   Wide interests, openness, flexibility
   Discuss strengths
Interview Checklist (Continued)

Confident, not overbearing
Enthusiastic but not desperate
Courteous, attentive
Good voice, expression
On target answering questions
Leave promptly after interview
Write follow-up letter

Personal Fact Sheet

Most of the employment applications (and other applications such as credit or college) you complete will ask similar questions. It’s a good idea to prepare a “Personal Fact Sheet” about yourself so that you have all the information in one place and so that you can carry it with you. Here are some suggestions to include on your Fact Sheet:

- Your phone number
- Your address, length of time at this address
- Person to notify in case of emergency, phone number
- Past addresses (last five years)
- Driver’s license number
- Social Security number
- Alien registration number, date
- Any certificates or professional licenses you hold
- Hobbies/interests/honors
- Languages you speak and write
- Names of professional and personal references, addresses, phone numbers
- Educational background and dates and locations
- Work experience – dates, names of companies, job title, job duties