

Interview Readiness Checklist

Student's Name _____

Interview Date: _____ Interview Time: _____

Company Name: _____ Company Phone #: _____

Company Address: _____

Supervisor's Name: _____

Transportation

How are you getting to your interview? _____

Bus #: _____ Departure Time: _____ Arrival Time: _____

Preparation

Please bring the following with you to the interview:

- 2 copies of resume
- Paper for notes
- Pen
- References
- Cover letter
- Skills summary sheet

Things to remember:

- There is only one chance to make a first impression
- Eye contact, eye contact, eye contact!
- Arrive on time
- Turn off all electronics and keep electronics out of sight
- Dress appropriately for an interview: it is better to dress up rather than down
- Make sure you are not chewing gum

Research:

Before your interview date, research the company and record some facts about the company that you can refer to during your interview (e.g. company goals, mission statement):

Record 3 questions in preparation for your interview so that you are prepared if the interviewer asks if you have any questions. (e.g. *Who will be my direct supervisor if I should have any questions while I am on the job?*)

REMEMBER TO ASK FOR A BUSINESS CARD!

Record the days/hours that you have planned to work so that you may confirm this information at the interview:

DATE	TIME