



Interview Preparation Checklist

- The interview time, date, location and transportation directions, in writing
- The interviewer's name(s) and title(s)
- The interviewer's phone number and email – in case of an unanticipated delay
- An estimate of how long the interview will take
- Extra copies of your resume
- Paper and a pen for notes
- A folder to hold your resumes and papers in a professional manner
- Practiced your introduction and opening interview comments
- Practiced answering typical interview questions such as:
 - Why are you interested in this position/company?
 - What skills and/or abilities would you bring to our organization?
 - What are your career and/or educational goals?
- Researched the company and the job and have 2 - 3 prepared questions to ask the interviewer
- Practiced your closing comments and remember to ask the interviewer(s) for their business cards or email addresses
- Wearing clean and pressed clothes, shined shoes and subtle accessories
- Well-groomed and wearing minimal cologne or aftershave
- Packed a water bottle and brought along some breath mints, just in case