

INTERVIEW PREPARATION CHECKLIST

DO I HAVE...

- ☐ COPIES OF MY RESUME
- ☐ THREE QUESTIONS TO ASK THE INTERVIEWER

INFORMATION I MIGHT NEED IN ORDER TO FILL OUT AN APPLICATION

- ☐ Social Security number
- ☐ Name of an emergency contact
- ☐ Names and telephone numbers of references

APPROPRIATE CLOTHING AND GROOMING

- ☐ Clean shoes
- ☐ Hair is clean and out of my face
- ☐ Clothes aren't wrinkled
- ☐ Not wearing a hat
- ☐ Not wearing anything that distracts the interviewer from what I'm saying
- ☐ Tie is straight
- ☐ Shirt is tucked in
- ☐ Clean-shaven, if appropriate
- ☐ Dress blouse
- ☐ Suit or dress pants
- ☐ Professional skirt or dress