

# YOUR INTERVIEW CHECKLIST

As soon as you receive notification about your interview, here is a checklist to follow:

## Pre-Interview:

- Have I called to thank the caller and confirm the interview time, date, location and name of the interviewer?
- Have I asked about parking, transit and where to enter the building?
- Have I asked if there is a job description?

## Days Before Interview:

- Have I been on the company's web site?
- Do I know how long it will take me to get to the interview?
- Have I researched information about the job, company and interviewer?
- Have I prepared my interview kit: resumé, references, portfolio? (if applicable)
- Have I got my pad and pen ready?
- Have I decided on my wardrobe?
- Have I prepared my opening speech?
- Have I prepared answers to every interview question I can think of?
- Have I made my list of questions about the job and company?
- Have I prepared my closing speech?
- Have I called to confirm the interview the day before?
- Will I get a good night's sleep before the interview?

## Day Of Interview:

- Have I double-checked that I have all the things I need?
- Have I looked in the mirror? Do I look great?
- Do I have my "Thank-you" letter ready to finalize and send after the interview?
- Will I arrive to the interview at least 15 minutes early?
- Have I turned off my cell phone?
- Am I confident and smiling?

...if so, I am ready to go.



For the complete, step-by-step approach to job-search success simply purchase a copy of Mark Wicken's book:

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