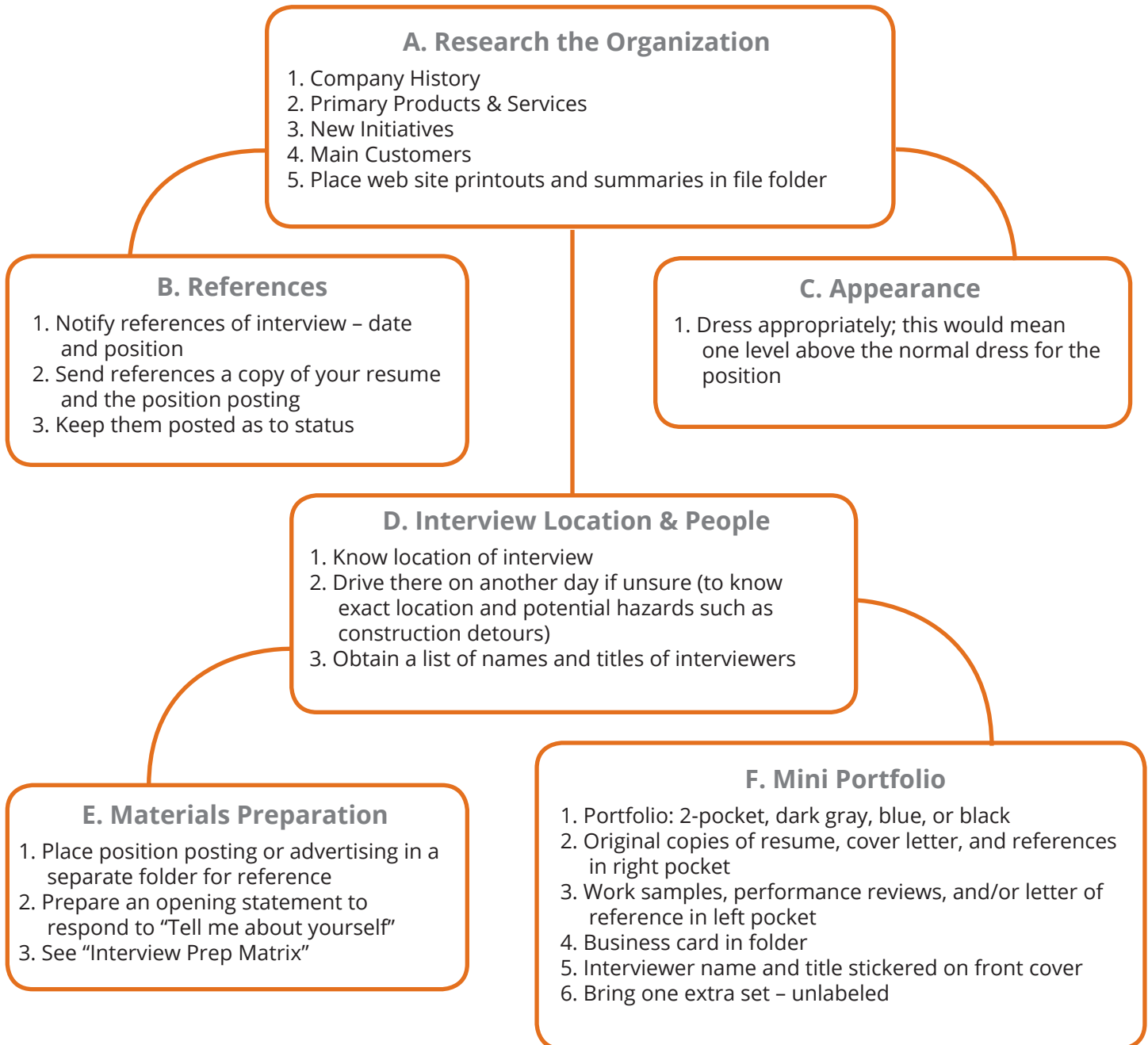




Interview Survival - Preparation, Process, & Checklist



G. Research & Prepare Questions

1. *Quintessential Careers.com*, *What Color is Your Parachute.com*, or books provide sample questions for interviews
2. Type questions up prior to the interview and place in a separate file
3. Take out the question sheet when asked if you have questions (to demonstrate preparation)
4. **Do not ask about money or benefits** until an offer is made

H. Materials for Applications

1. Bring all materials and information needed with you for completing an application
2. References' names and contact information
3. A summary of entire employment history: employer, address, exact dates of employment, etc.

Do Not: Ask for pens or phone books from the employer when completing an application – either online or on paper. **Be prepared!**

I. Arrive 15 Minutes Early (Max.)

1. Be polite and smile to all
2. Review materials
3. Carry all materials into the interview with you.
4. History file – feel free to use it if needed in the interview. Having the materials demonstrates organization and preparedness
5. One page summary of key points is helpful

J. Additional and Final Action Items

1. Get the names and position titles of all people who participate in the interview
2. Collect business cards if possible – if not, write this information down
3. Send a thank-you note or e-mail following the interview. Vary the language of the note if using e-mail – personalize.

