

# Preparing for an Interview

## Good for You!

You've done your "homework." You've found a business in the Career Guide that offers part-time jobs to fit your schedule and interest. You've gone to their website and found out all you can about them, and you have successfully landed an appointment for a job interview.

## Now What?

If this is your first interview you will probably be a little nervous, and nervousness can make you forgetful. Avoid unexpected problems by creating a checklist of things you need to do to prepare for your interview. You might want to make a copy of the sample checklist below to organize your planning as you prepare for the big day.

## Interview Checklist

### As Soon as You Land the Interview (or as early as possible before interview)

- Record name of person giving interview \_\_\_\_\_
- Record time of the interview \_\_\_\_\_ Interviewer's phone number \_\_\_\_\_
- Record name of business \_\_\_\_\_
- Record interview location address \_\_\_\_\_
- Do web search for location map and driving directions.
- Practice drive route and record trip time \_\_\_\_\_
- Public parking location (if needed) \_\_\_\_\_ Parking Rates \_\_\_\_\_
- Select appropriate clothes for interview.
- Prepare resume and/or make list of names, addresses, and phone numbers of references, former employers, etc.—anything that might be needed to complete application.

### Day Prior to Interview

- Plan YOUR interview questions (Don't ask about pay or benefits. Wait for interviewer to bring up subject. Do ask about duties, additional training offered, etc., using info from their website.)  
\_\_\_\_\_  
\_\_\_\_\_
- Practice interview by role-playing with experienced adult.
- Decide what time to leave for interview. (Allow extra time for unexpected events.) \_\_\_\_\_
- Confirm your ride (car, gas, other driver, etc.)
- Make sure you have enough money with you for parking or other expenses.
- Make sure you have Social Security card and driver's license or picture ID in your wallet.
- Lay out interview clothes.
- Get 8 hours of sleep.

### Day of Interview

- Eat a good breakfast; avoid smelly food, cigarette smoke, etc. prior to interview.
- Clear your schedule of anything that might make you late.
- Carry with you:  This Checklist  List of reference names, addresses, etc.  Pen/pencil
- Leave early for interview.
- Smile!