

# 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
- Blouse
- Suit or dress pants
- Professional skirt or dress