

JOB INTERVIEW CHECKLIST

14 Interview Preparation Steps to Help You Get the Job

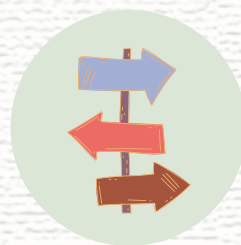
BEFORE THE INTERVIEW



Research the organization



Study the job description



Write down driving directions



Review common interview questions



Prepare questions to ask the interviewer



Print multiple copies of your resume

DAY OF THE INTERVIEW



Bring paper and something to write with



Dress professionally



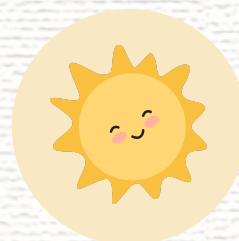
Bring money in case of parking costs



Arrive 10-15 minutes early



Turn your cell phone off



Stay professional and positive

AFTER THE INTERVIEW



Ask about the next steps



Follow up with a thank you