

WORKFORCE **1**

INTERVIEW PREPARATION CHECKLIST:

- ✓ Cultivate a personal brand develop a strong, memorable image during the interview. Your personal brand includes your personality and background, as well as your skills and experiences. It is the identity you wish to project to employers.
- ✓ Research the company, competition, and industry. Show your interest by being prepared.
- ✓ Prepare answers for commonly asked questions.
- ✓ Bring at least 5 copies of resume and list of references.
- ✓ Create at least 3 relevant questions for the interviewer.
- ✓ Practice with a mock interview.
- ✓ Review your resume.
- ✓ Notify references.
- ✓ Pack your bag the night before (resumes, references, ID, pens, paper, questions, posting) and get a good night's sleep.

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INTERVIEW CLOSING AND FOLLOW-UP CHECKLIST:

- ✓ Say thank you for the opportunity to interview and indicate that you would like to work at ____.
- ✓ Shake hands.
- ✓ Request a business card.
- ✓ Send a thank you email within 24 hours that specifically relates to the interview and builds on answers you gave during the interview.
- ✓ Proofread the thank you email for professionalism in tone and accuracy (ensure there are no typos) prior to sending to the employer.
- ✓ Be patient, as the hiring process is oftentimes lengthy and may take several weeks.
- ✓ If you don't get the job, don't be shy to ask for feedback about why you were not offered the position.