

Interview Check Sheet

- List of past employers, internships and volunteer sites
- Completed master “script” with 3-5 skill stories
- Completed answers to strengths/weaknesses
- Answer to your personal “difficult” question
- Portfolio or work samples
- Template thank you letter
- Current list of references and contact information
- Questions for employers
- Knowledge of body language and conduct
- Company or organization research
- Questions for employers
- Aware of voice mail/email etiquette for contacting employers
- Template thank you letter
- Interview outfit and accessories
- Completed pre-Interview worksheet
- Watch Interview Stream tips and videos
- Make a practice video or live mock interview with feedback