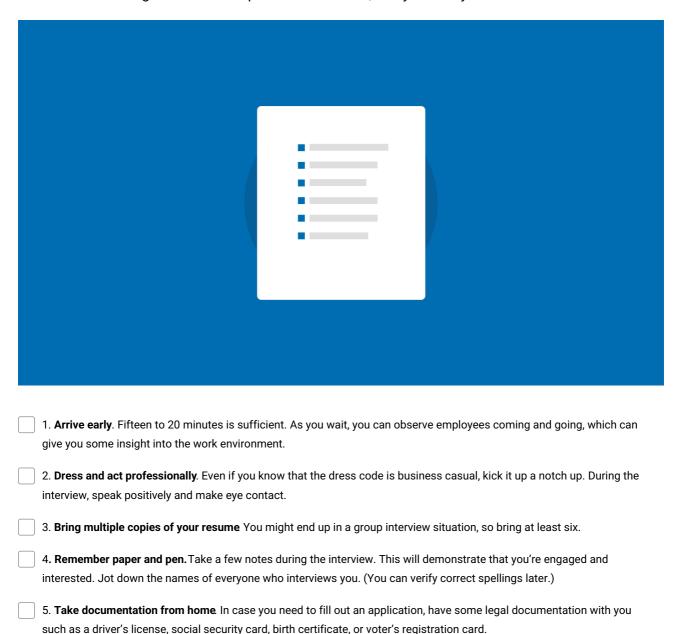
## 10-Step Job Interview Preparation Checklist

Unexpectedly, an awesome opportunity to interview for the ideal internship lands right in your lap. Or, perhaps, you've been waiting a long time for an opportunity to interview at a company that's always making the local "best places to work" list, and you finally have the chance.



6. Have some cash on hand. You may have to pay for parking or a valet.

7. Practice answering questions. Certain questions are inevitable. "What is your greatest strength/weakness?" "What motivates you?" "Why do you want this job?" Be ready to talk about two achievements you're proud of, a time when you took a risk, and what makes you a good team member. And remember, when they say, "Tell us about yourself," what they really what to know are the skills and experience you bring to the position.

8. Prepare questions. When asked, "Do you have any questions for us?" it's the kiss of death to say, "No, I think you've covered everything." Have at least three questions ready. Ask about the corporate structure and culture. What specific challenges you might face in this position. What a typical day will be like. And, of course, at the end of the interview remember, "What is the next step in the interview process?"

9. Say thank you. Send thank you notes. Nothing fancy or lengthy. Just a few sentences of appreciation. Send an individual note to each person you met with, making sure names are spelled correctly by calling HR or checking the website.

10. Follow-up. If you haven't heard back within the timeframe discussed during the interview, call. If a decision is yet to be

made, ask when you could call back.
Finally, smile! Smiling not only relieves stress, but makes you appear more coldake and Share Free Checklists
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