

# Interview Preparation Checklist

Do you know how to prepare for a job interview?



- ☐ Review the company's website and social media
- ☐ Choose a work or personal connection for a reference
- ☐ Dress professionally — for the job above the one you want
- ☐ Practice talking about your achievements
- ☐ Bring a pen, notebook, resume & portfolio
- ☐ Turn off your cellphone or leave it in your car
- ☐ Send thank-you notes promptly