

## Before the Interview

- ☐ Learn all you can about the company
- ☐ Have specific job or jobs in mind
- ☐ Complete Pocket Résumé
- ☐ Mentally review your qualifications for job
- ☐ Practice answering questions about yourself
- Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines
- ☐ Drive by location of building the day before
- Ask interviewer's name, title, and role with company

## **During Tests**

- ☐ Listen to instructions
- ☐ Read each question thoroughly
- □ Write legibly
- ☐ Don't dwell too long on one question
- ☐ If unsure, stay with your first answer

## During the Interview

- ☐ Go alone
- ☐ Be clean and well groomed
- ☐ Dress appropriately, neatly, and conservatively
- ☐ Be prompt
- ☐ Do not smoke or chew gum
- ☐ Keep your phone dark, silent, and out of sight
- □ Answer questions directly and truthfully
- Use good manners
- □ Use proper grammar and good diction
- ☐ Be enthusiastic
- ☐ Listen, maintain eye contact, and ask questions
- ☐ Thank the interviewer

Employers often ask for this information at a job interview. Fill in this résumé ahead of time and take it with you as a reference. Add additional sheets if necessary.

Education

Course/Subject Course/Subject Degree Date Degree Date Activities (clubs, offices, sports, etc.)  Honors  Previous Employment (Summer and part-time jobs, too) Employer Employer Address Address Job Title Job Title Dates Salary Dates Salary Employer Employer Address Address Job Title Job Title Dates Salary Dates Salary Employer Employer Address Job Title Dates Salary Dates Salary Employer Employer Address Address Job Title Job Title Dates Salary Dates Salary Employer Employer Address Address Job Title Job Title Dates Salary Dates Salary Military Service Dertificates Special Training Hobbies or Interests  References  (Get permission before using names)  Name Address Telephone Number Email	School		School	
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(Rev:2/2016)

Career Information Hotline