

# Checklist for Your Next Job Interview

Directions & Contact Info

Leave extra early and have your phone and GPS on-hand to ensure a smooth commute to the interview location.

Identification

Some organizations require you to show ID before entering the building.

Business Cards

Bring enough to hand to all interviewers at the end of the interview.

Pen & Paper

Take a few notes to show you are listening and that you want to remember key points being discussed.

Resume

Bring enough copies for all interviewers (5 is standard, unless the hiring manager specifies otherwise).

References

Create a list of up to 3 references with their company, title, and how to contact them.

Portfolio

Keep all of the above paperwork in a neat, professional portfolio folder.

Questions

Create a list of at least 5 questions to ask at the end of the interview. Your questions should reflect that you have researched the organization and that you want the job.

