SIMPLY RESOURCEFUL / FREE PRINTABLE

Interview preparation checklist

Use specific examples of your own work and send a brief follow-up after the interview.

Date: _____

Done	Task
[ ]	Review job description
[ ]	Research employer
[ ]	Prepare examples of achievements
[ ]	Practice common questions
[ ]	Prepare questions for interviewer
[ ]	Confirm time and location
[ ]	
[ ]	

Notes and next steps