

# Interview Checklist

## Before the Interview:

- Decide what accommodations you will need for the interview.
- If you are working with VR, talk with your counselor about the accommodation(s) you need.
- If you are not working with VR, you must ask the employer to provide accommodations when they contact you to set up the interview.
- Learn as much as you can about the company and the job you are applying for before the interview.
- Practice the interview questions.
- Choose the clothes you'll wear for the interview ahead of time. Make sure they are appropriate, clean, and ready for your interview.
- Plan for your transportation to the interview and allow PLENTY of time. Arrive 15 minutes before the scheduled interview time.
- Have your cover letter printed and ready to give to the employer.
- Have two copies of your resume printed and ready for the employer.
- Have your Reference list printed for the employer in case it is requested.

## During the Interview:

- At the end of the interview, ask the employer about the next steps, and how you can follow up. Do they prefer an email or a call?
- Thank the person for the interview.

## After the Interview:

- Send a note thanking the employer for the interview.
- If you do not hear from the employer a few days after the interview, you can contact them one time to ask if they have made a decision.