



ULTIMATE CAREER BLUEPRINT™

Job Preparation Checklist

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<u>DURING APPLICATION:</u> <ul style="list-style-type: none"><input type="checkbox"/> Where are you applying? Try to have a little interest in the position or company.<input type="checkbox"/> Is your Resume complete?<input type="checkbox"/> Did you pick a professional email address?<input type="checkbox"/> Research the job posting – write down what main bullet points of the position are and how your skills match those points<input type="checkbox"/> Go to the company website and write down one interesting thing about the company you can discuss in your interview (Make sure it is an interesting point to you)	<u>BEFORE THE INTERVIEWS START:</u> <ul style="list-style-type: none"><input type="checkbox"/> Have you practiced answering some basic interview questions OUT LOUD?<input type="checkbox"/> Have you practiced your handshake?<input type="checkbox"/> Are your clothes professional?<input type="checkbox"/> Is your notebook prepared and ready to go ahead of time with questions that you would like to know about the job? (Hours, Uniform, etc. DON'T ASK ABOUT PAY)<input type="checkbox"/> Do you have your watch on your wrist and ready to go?<input type="checkbox"/> Have you planned your time accordingly so that you are there early?
<u>DURING THE INTERVIEW:</u> <ul style="list-style-type: none"><input type="checkbox"/> Eye contact<input type="checkbox"/> Shake their hand<input type="checkbox"/> Wait to be asked to sit down<input type="checkbox"/> Ask how long they have today<input type="checkbox"/> Hand them your resume<input type="checkbox"/> Stop talking and just listen! Be in the moment and just have a conversation.	<u>CLOSING OUT THE INTERVIEW:</u> <ul style="list-style-type: none"><input type="checkbox"/> Make sure to check your time<input type="checkbox"/> Ask the questions out of your notebook (it's ok to write the answers down)<input type="checkbox"/> Bring out the interesting point that you researched from their website<input type="checkbox"/> Tell them, based upon the job posting, in 2 sentences or less what you can bring to the position and that company <u>Close by:</u> <ul style="list-style-type: none"><input type="checkbox"/> Telling them how excited about the position you are<input type="checkbox"/> Thank them for their time that day<input type="checkbox"/> Ask if you can follow up<input type="checkbox"/> GET A BUSINESS CARD

Finally, Send a thank you email that night just reiterating how much you appreciated their time that day. No more than one paragraph.