

TELL ME ABOUT A TIME WHEN YOU

- 1.... were creative in solving A problem.
- 2.... overcame obstacles to achieve success.
- 3.... demonstrated strong leadership.
- 4.... handled a conflict situation.
- 5.... worked well under pressure.

QUESTIONS YOU SHOULD ASK

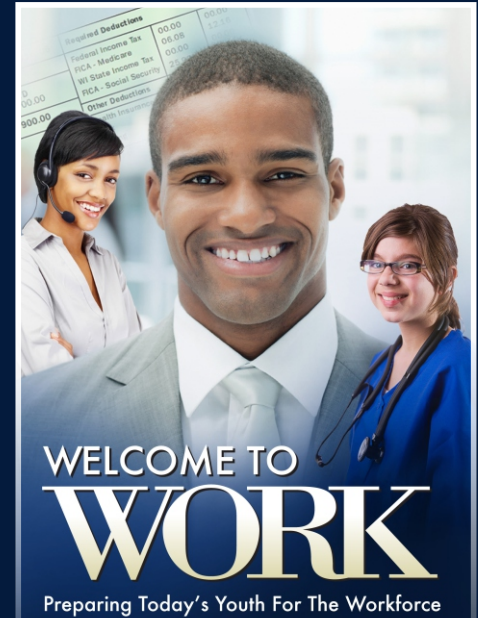
1. Have I answered all your questions?
2. Can you share how you have succeeded in the organization?
3. Do you provide training?
4. What is the wage being offered?
5. Can I contact you by phone or email?

Write a thank you letter within 24 hours of the interview

More information can be found at www.School2Success.com

INTERVIEW CHECKLIST

-  I have done extensive research on the company
-  I understand the responsibilities of the position I'm interviewing for
-  I am wearing appropriate clothes for the interview
-  I can explain how I am a good time manager
-  I can provide examples of taking direction well
-  I can demonstrate how I have demonstrated leadership
-  I will send a thank you letter to the interviewer



JOB APPLICATION & INTERVIEW PREPARATION CHECK LIST

www.School2Success.com

NAME _____ Social Security Number _____

Address _____ Telephone _____

Email Address _____

EDUCATION

EDUCATION	NAME AND LOCATION	FIELD OF STUDY /DEGREE	YEAR OF GRADUATION

EXPERIENCE

NAME AND ADDRESS OF EMPLOYER	DATES (mm/yy) Start – End	SUPERVISOR	PHONE	POSITION	REASON FOR LEAVING

REFERENCES

NAME	PHONE	EMAIL