

# IN-PERSON INTERVIEW CHECKLIST

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- Directions to where I'm going  
*(don't always count on GPS)*
- Cash *(for parking, gas, transportation, emergencies)*
- Three or more copies of my resume
- Work samples or portfolio
- A notepad and pen
- A list of references
- My Interview Cheat Sheet *(duh)*
- Business cards *(if you have them)*
- My phone *(charged and turned off)*
- A granola bar or other snack *(to avoid getting hangry right before game time)*

## PHONE OR SKYPE INTERVIEW CHECKLIST

- Time has been verified (taking into account time zones) as well as phone number, and who will call whom
- Equipment is working properly and ready to go (including a fully charged phone)
- Desktop (both literal and virtual) is cleared of mess and distractions, and notes are on hand (but out of sight in the case of a Skype interview)
- An appropriate professional outfit is selected and crisply ironed

## EMERGENCY KIT (BECAUSE, HEY, YOU JUST NEVER KNOW)

- Tissues
- Stain remover
- Brush or comb
- Advil
- Umbrella
- Band-Aids
- Phone charger