

INTERVIEWING/PRESENTATION CHECKLIST

The following checklist is a useful tool whether you are preparing for a formal interview or have a chance meeting in which you can network. Some categories (i.e., resume, portfolio, etc.) may be more applicable to formal interviewing. Always have business cards or leave behinds with you, be able to discuss your interest in your chosen field, and follow up with contacts.

- _____ Resume
- _____ Portfolio
 - Relevance to organization
 - Examples of process
 - Ability to speak about each piece
 - Leave behind
- _____ Business Card or other means of contact
- _____ 30 second self-promotion
 - Background
 - Interests/Activities
 - Leadership/Campus Involvement
 - Major/Academic Interests
 - Volunteer Work
 - Special Abilities/Skills
 - Interesting Life Experiences
- _____ Ability to explain interest in your field
- _____ Ability to explain interest in employer's organization (do your research!)
- _____ Interview "outfit"
- _____ STAR (able to describe Situation, Task, Action/Activity, Result)
- _____ Ask for contact information
- _____ Follow up as agreed and/or appropriate
- _____ Send thank you letters/notes promptly

For more information about portfolios, or to discuss other issues related to career development, contact John Luther, Career Development Coordinator, by stopping at the front desk of the Smucker Wagstaff Academic Programs Center or calling to make an appointment (734) 764-0397.