

**CHECKLIST FOR A #GREATER  
INTERVIEW**

**I HAVE A PROPERLY FITTED SUIT OR  
PROFESSIONAL OUTFIT TO WEAR. IT HAS BEEN  
CLEANED AND PRESSED.**

**I HAVE A PROFESSIONAL-LOOKING PORTFOLIO IN  
WHICH TO CARRY MY RESUMES, REFERENCES,  
TABLET AND A PEN.**

**I HAVE RESEARCHED THE EMPLOYER AND  
INDUSTRY TO INCREASE MY KNOWLEDGE OF  
THE COMPANY/PROFESSION.**

**I HAVE EXAMINED MY SKILLS, EXPERIENCES AND  
GOALS - I CAN PROVIDE EXAMPLES.**

**I CAN ARTICULATE MY INTEREST IN AND FIT FOR  
THIS POSITION TO THE EMPLOYER.**

**I HAVE CREATED AT LEAST FIVE OR SIX QUESTIONS  
TO ASK THE INTERVIEWER; I KNOW WHICH  
QUESTIONS ARE UNACCEPTABLE.**

**I HAVE SECURED THREE PROFESSIONAL  
REFERENCES**

**I HAVE PROVIDED MY APPLICATION MATERIALS,  
ALONG WITH THE JOB AD TO ALL OF MY  
REFERENCES.**

**I HAVE COPIES OF MY RESUME AND REFERENCES -  
ONE COPY FOR EACH INTERVIEWER.**

**I HAVE VISITED CECO AND COMPLETED A MOCK  
INTERVIEW.**

**I HAVE CONFIRMED THE DATE, TIME AND  
LOCATION OF MY INTERVIEW AND SECURED  
DIRECTIONS (IF NEEDED).**