

**THE INTERVIEW***Project meeting held in Kornwestheim 12-19. 2.2017***HAVE YOU THOUGHT OF EVERYTHING?**

Before you set off for your interview, you should check once more if you have thought of everything in advance?

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Did I confirm the appointment?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I collected enough information about this company/ institution or organisation?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I thought about typical questions I might be asked?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I thought about my reactions to critical questions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| What would I like to ask them?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I read my written application once again?  | <input type="checkbox"/> | <input type="checkbox"/> |
| What are my arguments to convince them that I am the right person for this job?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do I know the proper dress code?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are my clothes neat and clean?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do I have clean fingernails? Are my shoes clean as well?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do I know how to get there and how long does it take?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I turned my phone off?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I practiced the interview with my parents or friends?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have I got everything with me? (letter of invitation, written application, pen, paper, list of my own questions?) | <input type="checkbox"/> | <input type="checkbox"/> |