IN-PERSON INTERVIEW CHECKLIST

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