

JOB INTERVIEW & PUBLIC SPEAKING CHECKLIST

BEFORE

DO YOUR RESEARCH

Who is your audience? I will be interviewing with or speaking to:

The organization I am interviewing or speaking with exists in order to:

The values of the organization are:

IDENTIFY YOUR CORE MESSAGE: WHAT IS YOUR WHY?

I want to work at or speak with this organization because:

BRAINSTORM RELEVANT EXPERIENCES

Develop a list of experiences or examples related to the job or presentation topic. In my lifetime, I have learned, done, or can do the following related to the job or subject:

MAKE A PLAN FOR THE DAY OF

What is the appropriate clothing for the occasion/audience? I will wear the following to the interview or speaking opportunity:

I will get to the interview or speaking opportunity by:

DURING

COME PREPARED

- Do something that puts you in a positive mindset
- Dress appropriately for the occasion and arrive 10-15 minutes early
- Bring a small notepad and a pen to take notes

WHEN THE INTERVIEW OR SPEECH BEGINS

- Write down or remember the name of the person or people doing the interview or who you meet
- Answer the questions completely and honestly, using examples from the list above to emphasize your knowledge, skills, abilities, and interest in this topic
- Have fun and allow your personality to come through

AFTER

FOLLOW UP

- Send a a thank you note, email, or message
- Offer to answer additional questions

BE RESPONSIVE

- Check email, voicemail, and text messages and respond in a timely manner
- Write a list of follow up questions that you could ask if offered the job

STAY IN TOUCH

I can engage with the organization again in the future by:

FOR MORE TIPS VISIT [CABQ.GOV/JOBFAIR](https://cabq.gov/jobfair)