



Interview Checklist

Student Name: _____

Student Conduct:

Students are expected to conduct themselves in a manner that brings credit to themselves and their school at all times when they are associated with the school. While participating in or attending these activities and events, students are subject to all the same rules, regulations, expectations and consequences as the students would be as if they were in attendance at school.

Interview Details:

Type: _____ Date: _____ Time: _____

Position: _____

Interview with Company: _____

Interview is with (name): _____

Location: _____

Phone (in case of emergency) _____

Transportation Details:

- Public Transport, Self Transportation, Foot, Private Vehicle (Parent/Teacher)

Bus # _____ Departure Time: _____ Arrival Time: _____ (TransLink Trip Planner: http://www.translink.ca/)

Preparation:

Please bring the following with you to the interview: Resume, Pen & Paper, Worksite Agreement (if applicable)

- Things to remember: Arrive on time, Dress appropriately, Body language, Turn off all electronics

Research Company

Research the company and record some facts about the company that you can refer to during your interview Example: company goals, mission statements; more than one location.

Record several questions in preparation for your interview, so that you are prepared if the interviewer asks if you have any questions: Example: Who will be my direct supervisor if I should have any questions while I am on the job?

Student Self Evaluation Please circle one: 1= Unsatisfactory 40% 2= Satisfactory 60% 3= Good 75% 4= Excellent 90%

Personal Attributes

- Punctuality, Grooming and Dress, Poise / confidence, Interest and Enthusiasm

Communication

- Resume, Verbal Expression

Career Center Office use Only:

Employer feedback/comments re Interview: _____

Worksite Agreement

DSASS Start Date: _____ End Date: _____

Shifts: Start Time: _____ M W F alternating Tu Th and Pro D Spring Winter

Worksafe Review Sheet: Student

Worksite Agreement Signed: Student Parent Employer Placement Supervisor Principal (or designate)