

INTERVIEW CHECKLIST...

Be sure to review & carefully follow all items on this checklist to ensure that you're prepared for your Co-op interview...

- Clean, iron, prepare and lay-out what you're going to wear the night before
- Make certain that all of your social media outlets cast you in a positive, professional light and offer the 'Personal Brand' you hope to project. **"A reputation is being built for you whether you like it or not, so take control of it"**
- Know EXACTLY where you're going, how to get there and how long it will take you to get there (address? Bus route? Office number? etc.)
- Bring the address along with the phone number & name of the interviewer in case you're late (...but don't be late!)
- Sign out in the main office before you leave school – let the secretary know you're leaving for a co-op interview. If, after your interview, you can return to class in a reasonable time, you are expected to do so. If you do not have an interview, you are naturally expected to be in class.*
- KNOW your resume (because they will ask you questions based on its content)
- Bring at least 2 clean copies of your resume & references (and cover letter only if requested/required) to the interview and bring them in a folder.** Even if you submitted an electronic copy of your resume before your interview, still bring paper copies to your actual interview.
- Sign your cover letter (if applicable) in blue or black ink!
- Bring the copy of our Co-op school calendar/Bluevale Co-op Employer 'First Days of Co-op FAQs' and give it to your interviewer**
- Research the company (its history, size, products/services)
- Know the job description and how you can fill their needs
- Have at least 2 of your own questions prepared for the interviewer (asking about training and health & safety is always a good idea)
- Rehearse your interview at home
- Relax – you're prepared! Now just go show them that you're the right person for the job (which you are!)
- If possible, bring your completed **WEAF** to the interview so, if you're offered the job, your supervisor can sign it right away (and it will save you an extra trip to get it signed!)
If you can't get it signed at the interview, arrange to return before your first start date. (see calendar) to get your Work Education Agreement Form (WEAF) signed (REMEMBER – it outlines your hours to establish your insurance coverage while at the placement)
- CONTACT YOUR TEACHER AND LEAVE THEM A MESSAGE TO LET THEM KNOW HOW THE INTERVIEW WENT!
- Write a thank you note or card as soon as you get home and get it in the mail the following day (your teacher can mail it for you if you don't have a stamp at home; you can also choose to drop it off at the workplace the following day). You can use your own thank-you card or one given to you by your teacher. Remember: you have a suggested wording if you're not sure what to write. **Don't leave here without the correct mailing address.** *Your teacher will be checking with the employer to ensure they received it ☺*
- You **CAN** count travel time to and from your interview towards your Co-op hours; you **CANNOT** count travel time towards your hours once you begin your placement.

good luck on your interview ☺

