



1. Look in your dictionary. When did Mr. Ortiz ... ? Check (✓) the columns.

	Before the Interview	During the Interview	After the Interview
a. ask questions		✓	
b. dress appropriately			
c. prepare			
d. talk about his experience			
e. shake hands			
f. greet the interviewer			
g. write a thank-you note			

2. Look at the picture. Check (✓) Amy's interview skills.



Interview Skills Checklist

- be on time
- dress appropriately
- be neat
- bring resume
- bring ID
- turn off cell phone
- make eye contact
- listen carefully
- talk about job experience

3. What about you? Check (✓) the things you do on a job interview.

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CHALLENGE Make a list of questions to ask on a job interview. Example: *What are the hours?*