Presentation Checklist

The following checklist is a useful tool whether you are preparing for a formal interview or have a chance meeting in which you can network. Some categories (i.e., resume, portfolio, etc.) are only applicable to more formal interviewing. Always have business cards with you, be able to discuss your interest in your chosen field, and follow up with contacts.

_____Resume

_____Portfolio
  • Relevance to organization
  • Examples of process
  • Ability to speak about each piece

_____Business Card or other means of contact

_____30 second self-promotion
  • Background
  • Interests/Activities
  • Leadership/Campus Involvement
  • Major/Academic Interests
  • Volunteer Work
  • Special Abilities/Skills
  • Interesting Life Experiences

_____Ability to explain interest in your field

_____Ability to explain interest in employer’s organization (do your research!)

_____Interview “outfit”

_____STAR (able to describe Situation, Task, Action/Activity, Result)

_____Ask for contact information

_____Follow up as agreed and/or appropriate

_____Send thank you letters/notes