

**JOB INTERVIEW SCHEDULE** compliments of *A Funny Thing Happened On The Way To... My Career!*

No.	Date	Time	Company/Location	Telephone	Notes
1		AM PM			
2		AM PM			
3		AM PM			
4		AM PM			
5		AM PM			
6		AM PM			
7		AM PM			

**Before You Leave, Make Sure That You:**

- Confirm The Interview Time and Directions To Get There.
- Look Presentable.
- Have Copies Of Your Resume and A List Of Your References.
- Have Your Portfolio (if applicable to your type of work).
- Have Pens That Work And A Notepad.
- Bring Your Research Notes About The Company.

**When You Arrive, Ensure That You:**

- Are Early.
- Check Your Appearance.
- Turn Off Your Cell Phone.
- Greet the Receptionist.
- Review Your Research Notes.
- Have A Positive Mindset.
- Relax knowing that you've read *A Funny Thing Happened On The Way To... My Career!*