

In the Van Checklist

Accomplish the following immediately before your interview:

- Read *Schmooze Time*
 - Decide WHO will be responsible for which items on the list
 - Decide WHO will be helping the set-up (only 1)
 - Decide WHO will be the leader of the pre-interview “schmooze” process – all participate, but the leader will take responsibility to moving the group to another room while “Set-up” occurs
 - Report all to instructor

- Read *The Interview START Sequence*
 - Decide WHO will be doing the opening segment, i.e., who will read the card at the end “Today isWe are conducting an interview with....” Etc.
 - Decide WHO will be asking the opening question and what it will be
 - Report all to instructor

- Read *The Interview CONCLUSION Sequence*
 - Decide WHO will be asking the final question(s) and what it/they will be
 - Decide WHO will be the leader of the after-interview “schmooze” process – all participate, but the leader will take responsibility to moving the group to another room while “Breakdown” occurs
 - Report all to instructor

- Review your team’s interview strategy
 - How are you handling the question strategy?
 - What are the most important GOALS of this team’s interview – list several.....
 - Report all to instructor