

# Unemployment Interview Preparation Checklist

## Before the Interview

- Review your unemployment claim details.
- Gather necessary identification and documents.
- Collect recent work search records.
- Read all instructions from the unemployment office.
- Prepare any correspondence received from your previous employer.

## Documents to Bring

- Photo ID
- Social Security number
- Recent pay stubs or wage records
- Termination letter, if applicable
- Proof of work search activities

## Common Interview Topics

- Reason for job separation
- Efforts to find new employment
- Availability and willingness to work
- Work restrictions or scheduling issues
- Any income received while unemployed

## Day of Interview

- Arrive early or be ready for your call/virtual meeting
- Set up a quiet, disturbance-free location
- Have all documents within reach
- Be honest and concise with your answers
- Take notes during the interview

## After the Interview

- Follow up if instructed
- Monitor your claim status
- Keep records of all communications
- Continue submitting weekly claims as required