

Do Your Research

- Research the company before your interview. Investigate the products/ services provided and the history of the organization, in addition to its mission, values, strategic plans, competitors, new initiatives, and recent news
- Identify some of the key players in the organization
- Think about your personal strengths and weaknesses and be able to summarize your education, experience, and skills and how they may relate to the position



Transportation

- ✓ Know where you are going. Do a test-drive to the location and find the part of the building in which you'll be interviewing at least one day prior to your interview
- ✓ Verify the reliability of your transportation and consider the following questions: Do you need gas, will your car start reliably before the interview, or should you arrange an alternative transportation method?
- ✓ Program your cell phone with the number of your contact at the company should an emergency or delay occur
- ✓ Plan on arriving 20 minutes early

Prepare & Practice

- ✓ Review the job description, note the use of key words that identify what is important to the employer, and think of specific examples of how you could meet those needs
- ✓ Inventory your skills and abilities
- ✓ Know how you would add value to the company
- ✓ Create a list of 2-4 questions to ask after the interview
- ✓ Participate in a mock interview with an Office of Career Services staff member
- ✓ Be prepared to give examples and/ or explain every part of your resume
- ✓ Attend an etiquette dinner in case the interview involves a meal
- ✓ Practice giving the perfect handshake
- ✓ Send a physical (preferred – if there's time) or electronic thank you note within a day of your interview



Appearance and Presentation

- Get a lot of rest and take care of yourself prior to the interview
- Wear professional attire, such as a business suit. Try on the outfit for an appearance and comfort check before the interview. Press it or have it cleaned if necessary
- Do not wear perfume or cologne to the interview
- Ensure you are well-groomed and your breath is fresh. Do not smoke or drink coffee prior to or on the way to the interview
- Bring a portfolio to hold your questions, business cards, and paper to take notes
- Bring several copies of your resume