



## Preparing for Interview Day



### What to wear:

**Dress for success! Your attire is the first impression the employer sees. You have one change to make a positive first impression.**

- Pick out what you are going to wear on your job interview, way in advance of the interview day.
- Make sure the outfit you select fits well and is cleaned and pressed.
- Have appropriate accessories and shoes to go with it, too.
- Don't forget grooming!



### What to prepare and review:

**Organize yourself mentally and physically. It helps with not forgetting essentials and reducing stress on the interview day.**

- Make copies of the job description you are applying for and your resume. Place in a folder or notebook to take with you. Don't forget a pen...or two!
- Obtain the proper name, spelling and pronunciation of the interviewer.
- Practice greeting your interviewer. You should always greet your interviewer with a friendly smile and firm handshake. This is a small and simple step that you should always do to prepare for your interview.
- Study your resume. You want to be able to talk about any of the work experiences or skills you have listed on your resume. The interviewer may ask you to elaborate. You want to be able to recall a job or experience no matter how long ago it was. This is one step you absolutely won't want to skip on how to prepare for a job interview.
- Research the company and know the job position you are applying for. You want to be able to relate your experiences and skills to the position you are applying for.
- Practice your answers to the most common interview questions. See "[Common Questions Asked During an Interview](#)" resource document.
- Write down any questions you may have about the job. See "[Common Questions Asked During an Interview](#)" resource document.



### **Getting to the location: TRANSPORTATION!**

**Being on time for the interview is critical to employers! Know where you're going!**

- Print out and/or review directions ahead of time.
- Allow enough time to get there, plan for possible delays; traffic, construction, weather.
- If possible, drive the route to the interview location ahead of time.
- If you take the bus, review the bus schedule and become familiar with drop-off and pick-up locations.
- If a friend or relative is taking you to the interview, call them the day before and remind them...and also have a back-up plan.



### **Once you are there:**

**You want to arrive no more that 10 – 15 minutes early. If you arrive earlier, wait outside.**

- Turn cell phone OFF. Do not check for texts, email, messages or your social media.
- Discard any gum
- Greet and introduce yourself. Be friendly to receptionists and security guards, too!
- If you are asked to take a seat and wait. Take a seat, be aware of your posture. Take the opportunity to look around.
- Stay calm. Relax! Smile.



### **After the interview:**

**It is as important to make a lasting impression after the interview. Express appreciation for taking the time to interview you. Re-enforce your interest in the job opportunity.**

- Follow up with a *THANK YOU* note!