

# Interview Preparation:

## Checklist

- Resumes (copies for any and all interviewers – plus one for you)
- Two (2) pens with black ink
- Note Paper
- Traveling directions (or even better – take a dry run the day before)
- Driver's License
- Social Security Card
- Letters of Recommendation
- Reference list with Names, Job Titles, Addresses, Phone Numbers and E-mails
- Samples of your work, portfolios or relevant documentation

## Last-minute tips

- Avoid smoking prior to the interview.
- Arrive TEN (10) minutes early (Ten minutes early is on time; on time is late)
- Leave your troubles at home (Do *not* unload your problems on the employer)
- Go to the interview alone (The employer is interested in hiring you – not your friends or relatives)
- Learn the interviewer's name and use it throughout the interview
- Know what the company does (Research the company)
- Practice answering the questions out loud before the interview



**Remember - It's Not About You** - Most people go in thinking that the interview is about them, but it's actually about the employer. Research the company you are interviewing with and stay focused on what you can do for *them*.

- **Be Honest** - Lies will come back to haunt you.
- **Don't Overdo It** - Coming off as too willing to please or arrogant may disqualify you from getting the job.
- **Focus on Demeanor** - Practice how you walk, talk, sit, shake hands, and nonverbal expressions. Sit in front of a mirror and watch yourself. Good eye contact is essential since it conveys confidence. Handshakes should be firm, but not too hard.
- **Pace Yourself** - Don't take too many pauses, and don't speak too quickly.
- **Don't Intimidate** - Avoid making your interviewer uncomfortable by being too formal. If you have more experience than the interviewer, you should present your skills in a way that will make the interviewer look good.
- **Listen** - Instead of actively listening, many people will simply wait for a pause in the conversation for their turn to talk. Those people may assume what the interviewer asked, and not answer question correctly or completely. It's very important to stick to the questions that are asked and include the key words in your response.
- **Keep it Professional** - Dress clean and in modest clothing. Do not flirt with your interviewer and don't be coy. You want to come off as serious, reliable and competent.
- **Take Notes** - Jot down key points about the company, but be sure that you do not come off as ignoring the interviewer.
- **Speak Appropriately** - If you are asked a "yes" or "no" question, then answer "yes" or "no." Don't say "yea" or "nah." Use correct grammar and say "please" and "thank you". Enunciate your words and keep hand gestures to a minimum. We all use slang, but you shouldn't in an interview. *Never* use swear words.