

Pre – Interview Tips

Interviewing Handout #3

1. Research the company
2. Know what you want the interviewer to learn about you
3. Practice responding to potential interview questions
4. Assemble, organize and review the materials you will be taking with you
 - Bring extra copies of your resumé
 - Bring licenses for that specific occupation
 - List of questions you may want to ask
 - Information for references
 - Business cards
 - Note pad
 - Pens
5. Gas up the car the day before the interview
6. Check finances – Will you need to pay for phone calls, transportation or food?
7. Pick out your clothes the day before to make sure they are cleaned and pressed
8. Shine your shoes
9. Don't wear excessive makeup
10. If it's a choice between "conservative" and "dressy," choose "conservative"
11. Get a good night's rest – go to bed early the night before
12. Set your alarm clock – give yourself extra time to go through your "morning routine"
13. Leave earlier than you think you need to leave
14. If you suffer from bad breath, chew some gum or eat a breath mint (but get rid of these things before you are actually interviewing)
15. Go to the interview alone
16. When you arrive early at the interview site, find a restroom and freshen up
17. If required, complete the application completely, accurately and in your best handwriting
18. Before your interview begins, be sure you get rid of the gum!