Interview Preparation Guide

Before the Interview

1. Research the organization and the position you are interviewing for.

2. Prepare to talk about anything on your resume. Prepare 3 or more success stories. Always relate your skills to the position and the organization.

3. Confirm the details. Correct time, location, parking, transportation, and plan for travel time.

4. Prepare questions to ask the employer at the end of the interview, but avoid asking about salary and benefits.

Day of the Interview

1. Arrive 10-15 minutes early. Put away and mute your phone. Be polite to everyone!

2. Bring a professional portfolio with extra copies of your resume, a note pad, and a pen.

3. Be confident. Greet the employer with a smile and a firm handshake. Your body language should convey confidence and interest too.

4. It's okay to be nervous. Remember the interviewer is human too, with their own set of stressors. Think of this process as an exchange of information.

Make an appointment for a mock interview.

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