



- ✓ Confirm date, time and location of the interview.
- ✓ Print out directions to the interview location; make a dry run and remember that traffic can impact the drive time.
- ✓ Allow enough time in the commute to ensure arriving fifteen minutes ahead of the scheduled interview.
- ✓ Look at the web site one last time to be refreshed on the details of the company.
- ✓ Allow for extra time in the interview to include the possibility of a company tour, lunch appointment, introductions and/or taking an employment test.
- ✓ Commit the name of the interviewer to memory.
- ✓ Prepare questions for the interviewer.
- ✓ Determine what to wear in advance to ensure that clothes are cleaned and pressed. Shoes should be shined as well.
- ✓ Be well groomed.
- ✓ Prepare for the tough questions; “Why has it taken so long for you to get through school?” or “Why were your grades so poor in the first year?”
- ✓ Bring a professional notepad and pen.
- ✓ Have extra copies of the resume.
- ✓ Be prepared to complete a job application; bring all pertinent dates of employment/school.

- ✓ Bring names and phone numbers of references (make sure that references have a copy of the resume and know that they may be contacted).
- ✓ Bring along certificates, letters of recommendation or transcripts.
- ✓ Prepare for the interview (practice answering questions out loud).
- ✓ Get emotionally prepared by using self talk; be positive and encouraging.
- ✓ Immediately after the interview, send any information that was requested.
- ✓ Immediately after the interview, send a handwritten thank you note to each individual in the interview.