The Interview

The day of an interview can be exciting, stressful and overwhelming. Having a plan can help you navigate the day with confidence and professionalism. Start with making sure these tips are top of mind.

BEFORE THE DAY OF THE INTERVIEW:
- Know the address and location of your interview
- Know your driving route, how long the drive will take and where to park

BEFORE LEAVING YOUR HOME:
- Get plenty of sleep and be sure to wake early enough to navigate your morning at a relaxed pace
- Eat a good breakfast to boost your mental clarity
- Check your professional appearance and gather everything you need
- Avoid smoking before the interview and chewing gum, etc.

UPON ARRIVAL:
- Arrive 20 minutes prior to your interview to collect yourself and calm your nerves
- Enter the building 5-10 minutes early
- Treat everyone you encounter before, during and after the interview with kindness and respect

DURING THE INTERVIEW:
- Make eye contact and offer a handshake to your interviewer
- Smile and use proper manners at all times
- Provide the interviewer with your full attention and listen carefully
- Answer questions with confidence and consideration; Be concise and stick to professional topics
- Ask questions, show interest and enthusiasm

BEFORE LEAVING THE INTERVIEW:
- Make sure you have asked questions of the potential employer and demonstrated your investment in learning more about the position at hand
- State your interest in the opportunity and express confidence that you can excel in the role
- Thank the interviewer for their time and exchange business cards
- Determine what the next step in the process is and when you should follow up
- Make eye contact, smile and offer a handshake before exiting

AFTER THE INTERVIEW:
- Send a professionally appropriate Thank You note to the interviewer within 24 hours
- Follow up as expected, based on the next steps established at the close of the interview
- When you receive an offer, thank the employer and ask for time to consider the offer before accepting; clearly define next steps and follow up as appropriate
- If you are not offered the position, accept rejection with professionalism and respect