RESEARCH

- Research the company before the interview. Investigate the product/services provided, the history of the organization, missions, values, strategic plans, competitors, new initiatives, and recent news.
- Learn who some of the key players in the organization are.
- Identify your personal strengths and weaknesses and be able to summarize skills, experiences, and strengths and how they may relate to the position.

TRANSPORTATION

- Know how to get where you will need to be. Do a test-drive to the location and know how to get to the part of the building you will need to be at least one day prior to interviewing.
- Verify that your transportation is reliable (i.e. do you need gas, will your car start reliably before the interview or should you arrange alternative transportation method?)
- Program your cell phone with the number of your contact at the company should an emergency or delay occur.
- Plan on arriving 20 minutes early.

PRACTICE

- Ask for a copy of the job description and use key words to identify what the employer may be looking for and think of specific examples of ways you could meet those needs.
- Inventory your skills and abilities.
- Know how you would add value to the potential company.
- Create a list of questions to ask after the interview.
- Partake in a practice interview with the coaching of a Career Services Staff member.
- Be able to give examples and/or explain every part of your resume.
- Participate in an etiquette dinner at some point in case the interview involves a meal.
- Practice giving the perfect handshake.
- Send a thank you note within a day after the interview.

APPEARANCE/PRESENTATION

- Wear professional attire, such as a business suit. Make sure to try on the outfit for an appearance and comfort check. Press it and/or have it cleaned if necessary.
- Groom yourself, i.e. haircut, shave, and manicure (even the guys, here!). Make sure your breath is fresh.
- Spend some time doing something you love and try to relax to ease tension.
- Get well-rested the night before.
- Do not smoke or drink coffee prior to or on the way to the interview.
- Do not wear perfume, body spray, or cologne to the interview. If you do, it should be a very faint.
- Bring a portfolio to hold your questions, business cards, and paper to write things down.
- Bring several copies of your resume.