

# TIPS TO NAIL THAT JOB INTERVIEW

## BEFORE >



### DO YOUR HOMEWORK

Research the company, the job you're applying for and the people who will be interviewing you.



### KNOW THE DETAILS

Familiarize yourself with the interview details. Will it be one-on-one? A panel? What format will be used?



### PREPARE QUESTIONS

to ask each interviewer.



### PRINT YOUR RESUME

Print enough copies for each person you'll be meeting, plus a couple extra just in case.



### PLAN AHEAD

Prepare your outfit, interview location and travel route beforehand so you have less to worry about the day of your interview.



### DISPLAY YOUR SKILLS

by sharing specific examples (from within the past two or three years).



### CREATE A STRONG FIRST IMPRESSION

Smile confidently, shake hands firmly, make eye contact and look as if you're glad to be there and you want the job.



### TREAT EVERYONE YOU MEET AS YOUR INTERVIEWER

Make sure everyone who comes in contact with you sees you in a positive light.



### ARRIVE EARLY

to give yourself time to settle in. Put your phone in silent mode.

## < DURING



### BE PREPARED TO DISCUSS WHY

you left your previous job (or why you want to leave your current position).



### SHOW PASSION

for the job and the company.



### ASK YOUR PREPARED QUESTIONS

Ask two or three relevant, open-ended questions to each interviewer.

## AFTER >



### FOLLOW UP QUICKLY

Write a thank-you email or letter to each interviewer within 24 hours. Make sure to personalize each note.