WHAT TO DO BEFORE AN INTERVIEW

Company Research & Position Checklist

- Mission Statement & Company Values
- Recent company projects and news stories
- Company structure/organization
- Office locations
- Leadership and Management
- Position goals and responsibilities

The Day Before and Day-of the Interview

Print several copies of your resume, letter of recommendations, references, portfolio of work (writing samples, etc.), and any other materials employer requested you bring before the interview.

Review all materials relevant to interview.

Gather contact information, directions, money for any toll fees, etc.

Pick your formal business attire

Make sure to bring portfolio of materials

Plan to arrive 20-30 minutes early before interview

Allow time for traffic and parking

Refrain from smoking before the interview and wearing any strong perfumes or colognes

WHAT TO DO DURING AN INTERVIEW

Impress the Employer with your Knowledge

Show how you did your “homework” of the company and the prospective position

Ask questions during the interview if interviewer/s talk about something you are interested in and want to learn more
WHAT TO DO DURING AN INTERVIEW

Think about your behavior

Convey enthusiasm, energy, and respect
Shake hands and make eye contact
Use words and time wisely
Take time to think before speaking
Ask your interviewer/s if it’s fine that you take notes during discussion

Ask 3-5 questions at end of interview that you prepared to ask and weren’t covered during the interview
Don’t ask about salary or benefits
Collect contact information
Ask what the next steps are in the interview process

WHAT TO DO AFTER AN INTERVIEW

After the Interview

Review your notes from the interview
Submit any information or documentation requested during the interview
Send a thank you note via email to all interviewers
WHAT TO DO DURING A PHONE INTERVIEW

Do

DO try to keep any kids and/or pets occupied and turn off any background noise
DO use a landline phone if you have one, instead of your cell phone. That way, you’ll eliminate the possibility of poor reception or dropped calls
DO keep a glass of water handy, in case your mouth gets dry

DO have your resume in front of you
DO smile and sound enthusiastic
DO speak slowly and enunciate clearly
DO take your time - it’s perfectly acceptable to take a moment or two to collect your thoughts
DO take notes during discussion
DO ask 3-5 questions at end of interview that you prepared to ask and weren’t covered during the interview

Don’t

DON’T smoke, chew gum, eat, or drink
DON’T interrupt the interviewer

DON’T sound bored
DON’T try to talk through the silent pauses
### WHAT TO DO DURING A SKYPE INTERVIEW

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
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<tr>
<td>DO a trial run-through to make sure your camera, speakers and mic on your laptop/computer are working</td>
<td>DON’T overlook your background</td>
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<td>DO dress professionally</td>
<td>Don’t look preoccupied with other things in the background</td>
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<td>DO choose a good location and check the lighting before your interview</td>
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<tr>
<td>DO keep kids and/or pets occupied during your interview</td>
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<td>DO look into the camera and make sure you are speaking loudly and directly to your interviewer</td>
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<td>DO smile a lot during the interview</td>
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