

Job Interview Tips

Congratulations on getting a job interview! Now that you have the interview scheduled, it is time to prepare. Being prepared for your interview is important, it could help you land the job!

Here are some tips for interview success. As you prepare for your interview, check off each of these tasks.

Things you should do in the week leading up to your interview:

- **Get to know the company.**
 - Before the interview, spend some time researching the company. Look at their website and social media accounts. This will help you stand out from other candidates, and it will also help you determine if you're a good fit for the company culture.
- **Look at the job qualifications.**
 - Take another look at the job qualifications. Since you got an interview, it's clear that you have some of the skills and experience that the employer is looking for. Try coming up with examples from your prior work experience that demonstrate how your skills line up with the job qualifications.
- **Prepare for your interview.**
 - A little preparation can go a long way. You should always spend some time before your interview preparing responses. We don't talk about our work history every day, so spend some time practicing talking about yourself and your experience. You can also use our Interview 101 worksheet to practice answering commonly asked interview questions. Part of preparation is also coming up with questions you can ask. It's always good to have at least three questions prepared to ask. These could include:
 - What does a usual day on the job look like?
 - How would you describe the culture of the company?
 - What do you like best about working for this company?
- **Plan what to wear.**
 - Before interview day, spend some time thinking about what you want to wear. This way, you aren't rushed before the interview. Make sure to try everything on before the day of the interview. The night before the interview, lay out your clothes, shoes, accessories and any other items you don't want to forget. You can learn more about proper attire for interviews by reading and completing our Dress for a Successful Interview worksheet.

Things you should do 2-3 days before the interview.

- Print off a few extra copies of your resume. Bring these with you to the interview.
- If you were asked to bring references, make sure you do! You should also reach out to your references to let them know they may be contacted.

- Make sure you have directions to the interview location. If you're taking a bus, or other public transportation, double check the route so you know when and where you need to be to get to your interview on time.

Things you should do on the day of your interview:

- Arrive early! You should get to your interview at least 10 minutes before your appointment.
- Spend some time going over the job description, job qualifications, and your prepared answers.
- Go to the bathroom to check your appearance one last time before the interview.
- Let the receptionist know who you are and why you're there.
- Greet your interviewer with a firm handshake, smile and eye contact.

Things you should do after your interview:

- After your interview, write down what you thought about the interview and how you're feeling.
- A few hours later, write a thank you note to your interviewer. Mail this the day of or the day after the interview. If the interviewer gave you their email address, you can also send them a thank you email. However, you should still send a thank you note.

Sources:

<https://www.monster.com/career-advice/article/interview-cheat-sheet>

<https://careerservices.princeton.edu/undergraduate-students/interviews-offers/preparing-interviews>

<https://www.glassdoor.com/blog/guide/the-ultimate-job-interview-preparation-guide/>

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