

Interview Preparation Guide

Before the Interview

- 1 Research the organization and the position you are interviewing for.
- 2 Prepare to talk about anything on your resume. Prepare 3 or more success stories. Always relate your skills to the position and the organization.
- 3 Confirm the details. Correct time, location, parking, transportation, and plan for travel time.
- 4 Prepare questions to ask the employer at the end of the interview, but avoid asking about salary and benefits.



Day of the Interview

- 1 Arrive 10-15 minutes early. Put away and mute your phone. Be polite to everyone!
- 2 Bring a professional portfolio with extra copies of your resume, a note pad, and a pen.
- 3 Be confident. Greet the employer with a smile and a firm handshake. Your body language should convey confidence and interest too.
- 4 It's okay to be nervous. Remember the interviewer is human too, with their own set of stressors. Think of this process as an exchange of information.



Make an appointment for a mock interview.