



1. Study for your interview like it's a final exam.

- Find as much information as you can on the company or organization. Focus particularly on aspects of their work that interest you and jot down questions you could ask to learn more.
- If the job you're interviewing for requires knowledge in a certain field, brush up on the knowledge you have and be able to describe your abilities clearly

2. Compare your skills and experience to the job description.

- For each component of the job description, brainstorm your relevant skills and experiences, and think critically about how those skills will be valuable to the particular company you are interviewing with.
- If there's a preferred skill or experience you do not have, be able to demonstrate you'll be competent without it.

3. Generate a list of potential interview questions (and their answers!) beforehand.

- Base your list of questions on both what you expect them to ask and the real life experience of others
- Reach out to people who worked in similar companies and positions as you are interviewing for and ask them about their interview experience.

4. Write out answers to every question you anticipate, and practice delivering them out loud.

- Don't pressure yourself to remember your responses word for word, rather, focus on what aspects of yourself you would like to highlight
 - Write your own list of questions for the interviewer, and be prepared to ask them when the time arises.
- Make sure your questions are nuanced and well-researched. Never ask for any information that can be simply found online.

12-24 hours before the interview:
5. Be rested and healthy for the big day.

- Before getting good night's sleep, try to imagine yourself acing the interview.
 - Eat wholesome, healthy meals for the days preceding the interview.
- If you are prone to anxiety, try breathing techniques or meditation the morning of the interview, and even directly before.

3-6 hours before the interview:
6. Dress for success

- Keep your fashion choices subdued and classic – don't wear clothes that will distract the interviewer. Be sure clothing is freshly laundered and wrinkle free.
- Wear clothes you feel confident in. Don't be afraid to invest in an "interview outfit" or two that you feel your best in.
- Brush your teeth for fresh breath and spit out any gum!

7. Empower yourself

- Practice a firm handshake with eye contact and a smile, strong posture, and attentive body language in advance.
- Think of a mantra you can call upon for self-confidence, like, "no matter what, my abilities are valuable."
- try to calm any preconceived notions about whether you will get the job or not. See the interview as a chance for making connections with other people with hopes of working with them.

8. Don't leave any unnecessary unknowns.

- Plan what to bring (including extra copies of your resume in a folder so they don't get wrinkled)
- Plan your transportation. Use google maps and street view to know where to park or understand the bus route you will need to take. Consider making a trip to familiarize yourself before the day of the interview

8.5 Upon Arrival

- Turn your phone off and put it away before walking in the door. Keep it stowed during the entire interview.
- Arrive early but be considerate. Any more than 10 minutes early can put potential strain on the workday plans of your interviewer.
- Have the contact information for the company handy in case you get lost or have to deal with unforeseen circumstances.
- Smile and enjoy the experience. Interviewers are typically interested in making you comfortable, not anxious.
- Collect business cards from those involved in your interview in order to follow up later

9. Keep an interview journal

During or even after your interview is over, take a few minutes to jot down what parts you felt you aced, and where you could have done . Also write the things you learned about the company. Write questions that you found helpful or questions you wish you'd asked.(See the interview Journal Provided)

6-12 hours after the interview:
10. Follow up.

- Extending the conversation via email with the participants of your interview shows that you're passionate about the job. When reaching back out, consider asking the list of questions you wish you had asked out from your Interview Journal. Don't call every day asking if you got the job, but a simple handwritten thank you note can speak volumes about your commitment to the position.
- And if you didn't get the job? Let them know if you're still interested, and ask what you can do to be a more attractive candidate in the future.