

BEFORE

- Study your resume. Be prepared to answer any questions the interviewer may have
- Understand the position. Learn about the company and people you will be interviewing with
- Think of responses to common interview questions (i.e. Why do you want to work here? Why should we hire you? Salary expectations? Greatest strengths/weaknesses? Where do you see yourself in X years?)
- Think of questions you might have for the interviewer (i.e. questions about the interviewer, job duties, company)

DURING

- Arrive on time
- Dress appropriately
- Make eye contact and smile.
- Avoid nervous ticks (i.e. playing with hair, touching face, fidgeting)
- Pay attention to the interviewer
- Be yourself

AFTER

- Send a thank you note (preferably handwritten, but email is okay) to the interviewer
- Follow up with interviewer to see if final decisions have been made
- Maintain relationships. If you are not hired for this position, you may have a shot when something else becomes available
- If the answer is a no, don't take it personally. All interviews are good practice to help you find the right job.