

INTERVIEW GUIDE

DAY BEFORE

- Verify the day, time, and location of the interview
- Prepare a professional interview outfit
- Prepare portfolio: include resume, list of references, and letter of recommendation
- Prepare travel plan, aim to arrive 10 minutes early
- Review “COMMON QUESTIONS GUIDE”
- Prepare questions to ask the interviewer

UPON ARRIVAL

The interview starts the moment you walk through the door, before you walk in...

- Turn off and put away your phone
- Double-check your appearance
- Display professionalism

DURING THE INTERVIEW

- SMILE- show your personality
- Greet the interviewers with a firm handshake and introduce yourself
- Display good posture and maintain natural eye contact
- Listen carefully to the questions and ask for clarification if needed- It's okay to ask for them to repeat the question
- Be honest, positive, and direct when answering
- Use the STAR method when answering (Situation, Task, Action, Result)
- End with a question for the interviewer
- Request a business card
- Thank them for their time

AFTER THE INTERVIEW

- Relax and reflect
- Follow up with a thank you note – remind them why you are the best candidate for the position
- If not selected reach out
 - Ask for feedback on your interview
 - Ask what could have made you a stronger candidate

