

INTERVIEW PREPARATION STEPS

WHAT TO DO	HOW TO DO IT
1. Research the organization and occupation	A lot of information about organizations and occupations is available at libraries and on the Internet. The questions you ask in the interview should indicate that you have done some research in the area of your interest
2. Prepare your answers	Practice possible interview questions by writing down your answers. Our workshop participants have the opportunity to participate in a mock interview.
3. Take folder with researched information, paper/pen, and list of questions	Do your research and print important information about the company. Prepare your questions ahead of time, arrange them in the order that you hope to ask them, and bring them with you to the interview. Also include your resume in the folder
4. Dress up for the interview	Think about how those in the workplace would dress and dress that way (or a little better). In other words, dress to impress.
5. Be on time to the interview	Plan to arrive at the interview ten minutes early. If you are at all uncertain about the location, call ahead of time to get travel directions. If possible, take a practice trip to the location ahead of time.
6. Introduce yourself	Shake the interviewer's hand when you introduce yourself. Smile, be friendly, maintain good eye contact and posture and don't be nervous!
7. Record everything you learned	Keep well-organized records for follow-up.
8. Send a thank-you note	Immediately after the interview, send a thank you note to the interviewer. Be sure to let him/her know what was most helpful to you.