

# WHAT TO DO

# BEFORE A JOB INTERVIEW

**Familiarize yourself with the company's values.** Research the company that you are interviewing with to see if you would fit in well. You can also bring up and relate to these values in the interview.

**Research the interviewer.** Look into who is interviewing you and figure out what their position is.



**Discuss the skills and experiences that the interviewer may not be able to find on your resume.** The interviewer has already seen your resume, so try to further expand or discuss something new, but related.



**Bring in a physical copy of your resume.** Even if you've already emailed it, this ensures that the employer can reference it.

**Conduct a mock interview.** Enlist the help of a friend to conduct a mock interview. Have your friend come up with some potential questions that an employer may ask. Bonus points if your friend asks some tough or unexpected questions!

**Pick out an outfit.** Make sure the outfit is not only age-appropriate, but also job-appropriate. Iron it and set it out the night before to be extra prepared.



**Make a list of points you want to touch on.** Prepare a list of everything that you want to say to the interviewer. This could be your strongest points or most qualified experiences for the position. But, try not to sound too scripted or robotic. Rather than sticking to a script, stick to a list.

**Prepare a set of follow-up questions to ask after the interview.** Having specific questions about the company shows your interest in the job.

## The morning of:

- Eat a good breakfast
- Arrive 15 minutes before the scheduled interview
- Turn off your cell phone

