

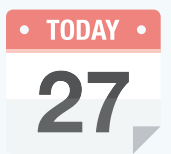
How to Prepare for an INTERVIEW

You did it – the hours you spent customizing your resume and crafting the perfect cover letter paid off and you finally landed an interview for your dream job. But your work doesn't end there. Now it's time to dress to impress and prepare to dazzle your (fingers crossed) future employer. Not sure where to begin? Here are a few tips to help you prepare for the interview process.

Before Your Interview

Confirm Logistics

Confirm the date, time (including time zone if remote) and location.



Map out directions, travel times and consider possible traffic delays – aim to arrive 15 minutes prior to your scheduled time to be on the safe side.



Ask about specific details like how long the interview is expected to last and who you will be interviewing with.



Utilize tools like Glassdoor to read about other interviewees' experiences and get an idea of what questions to expect or what interview style will be used.

Gather Interview Details

Do Your Research

Read the company's mission statement, value proposition, goals, blog, news articles ,etc.



Use this research to prepare thoughtful questions to ask at the end of your interview.



It may have been a few weeks since you last read the job description. Make sure you revisit this so you know what skills and qualifications the interviewer will most likely be asking about.



Use the job description to formulate possible questions and practice your answers out loud.

Review The Job Description

Choose Appropriate Attire

Err on the conservative side when selecting an interview outfit. If you can, see if there are pictures of actual employees on the company's website and tailor your selection to something similar.



Remember: an interview is not the place to make a statement with your clothes!



Bring extra copies of your resume and something to take notes with.



Make sure to include any pertinent work samples to showcase during your interview.

Prepare Work Samples

Following these tips will help you feel confident and prepared to ace your interview. For tips on what to do during and after your interview, look for part two of this series on the Staff Management | SMX blog!