

Interviewing Tips

The Day Before the Interview

- Make your travel plans for getting to the interview; know exactly where you are going and to whom you will be speaking.
- Buy your ticket of fare for transportation, fill your car with gas, or re-confirm other transportation plans.
- Make sure that you have several clean copies of your resume to take with you.
- Decide what you will wear and check that it is clean, pressed, no missing buttons, etc.
- Check that you have at least 2 pairs of new or as-good-as-new hosiery --sheer, off black or nude; no opaque or white!
- Confirm child care plans and any other plans which leave you depending on someone else. Have a back-up in mind in case you need it.
- Try to learn two or three facts about the company and/or its products, so you will sound well-informed at the interview.

The Night Before the Interview

- Check the weather forecast! Will you need an umbrella? Should you wear a coat?
- Decide what you will be taking in your handbag and set it aside. Be sure to include a pen and paper as well as an extra pair of hosiery.
- Plan how you will wear your hair and make-up. (You shouldn't try anything new in the morning.) Make-up should be appropriate for daytime, not Saturday night. No glimmer or shimmer and keep eye makeup to a minimum or wear none at all.
- Check your nails! They should be conservative in length and color; no chipped polish.
- Do as much of your morning preparation for both yourself and your family as you can.
- Do something to relax: take a warm bath, exercise, etc.
- Have a light dinner (no alcohol) and get to bed early

The Day of the Interview

- Avoid too much coffee or sugar at breakfast.
- Brush your teeth and put on deodorant!
- Remember to take directions to the interview, the name of the person you are meeting, your resume and other relevant items with you.
- Give yourself plenty of time to get there, get comfortable and find the restroom.
- If you feel nervous, try breathing in to the count of ten and then exhale to the count of ten. Try to increase the count.
- Observe your surroundings, get a feel for the work place.