

# Interview Best Practices

## Prepare a list of references

Your interviewers might require you to submit a list of references before or after your interview. Having a reference list prepared ahead of time can help you quickly complete this step to move forward in the hiring process. Be sure to ask for permission from the people you want to list as references beforehand – not only is this the polite and professional thing to do, but it will also give your references time to prepare to speak with your interviewers.

## Bring copies of your resume, a notebook, and a pen

Take at least five copies of your printed resume on clean paper in case of multiple interviewers. Highlight specific accomplishments on your copy that you can easily refer to and discuss. Bring a pen and a small notebook. Prepare to take notes, but not on your smartphone or another electronic device. Write information down so that you can refer to these details in your follow-up thank-you notes. Maintain eye contact as much as possible.

## Avoid rushing

Set the alarm for a time that provides ample opportunity to get ready. Hurrying leads to stress and mistakes. Additionally, set a time to leave that allows you to travel to the interview with enough time so you are not rushed.

## Plan to arrive early

Map out your route to the interview location so you can be sure to arrive on time. Consider doing a practice run. If you're taking public transportation, identify a backup plan if there are delays or closures.

## Be friendly to everyone

This includes people on the road and in the parking lot, security personnel, and front desk staff. Treat everyone you don't know as though they're the hiring manager. Even if they aren't, your potential employer might ask for their feedback.

## Be aware of your digital footprint

During your job search, it is important to consider the digital footprint you are leaving behind while using social media. In today's data driven culture, employers are using the internet to research applicants during all phases of the application process. Google yourself before your interview so you can be prepared to respond to any questions about your digital footprint.

## Stay healthy

Selling yourself to your interviewers is much easier if you feel good. Leading up to the interview, be sure you get enough rest and that you are not suffering from the effects from the night or days before (such as overdoing a workout, too much sun, having a bit too much to drink). Make sure your routine the morning of your interview allows you to be alert during the interview. Eating a healthy breakfast, doing light exercise, and meditating are a few activities that can help you be alert for your interview.

## Prepare in advance

Prepare the items you need for the interview in advance. Don't wait until the day of to begin gathering and organizing. Decide and prepare what you're going to wear, print copies of your resume and references, plan your route to the interview location, have an umbrella ready if it's going to rain, etc. Taking these steps can help you mentally prepare and is a great way to reduce stress on the day of the interview.