

Interview Tips Checklist

Use these tips to get ready for your interview, some may seem obvious, but it will ensure sure you haven't missed anything.

- Always bring 2 or more new copies of your resume to an interview
 - You need to be looking at exactly the same resume as your interviewer and there may be more than one person interviewing you.
- How many interviewers? Who are they? Look them up on LinkedIn or Glassdoor. You may be able to ask about the interview prior to going, do so. Sometimes you can get the information and do the homework.
- Bring a portfolio or at least a pad and pen, you will want to takes some notes as well as have a list of the questions you want to ask and the stories you want to make sure you tell.
- Do some research on the company so you can ask questions and converse***
- Have a list of questions about the job prepared beforehand
- What is interview type? Panel or individual.
- How long is the interview?
- What are your success stories? -- be ready with 3 -5.
- Don't wait to be asked. Many interviewers are not strong interviewers, you can always ask if it's a good time to tell them a bit more about yourself.
- Think about what you want them to know about your qualifications, use a story as an example.
- Dress appropriately
 - Business or business casual, never anything less
- Be early... 5 minutes early is late!
 - If you're running late, notify someone before the time of your interview

Remember, you've got this. You've done the homework and you're confident, now go win them over!