

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> ✓ Practice the following interview questions: <ul style="list-style-type: none"> ✓ Traditional ✓ Behavioral ✓ Situational ✓ Get sample questions and handouts from Career Services 	<ul style="list-style-type: none"> ✓ Arrive on time. 10 - 15 minutes early and act professional from the moment you enter the building ✓ Do not bring coffee to the interview or chew gum 	<ul style="list-style-type: none"> ✓ Immediately after your interview, take some time to make notes on your interview. What went well? What could you improve on?
<ul style="list-style-type: none"> ✓ Make sure you are well rested and have a good breakfast the day of the interview 	<ul style="list-style-type: none"> ✓ Turn off your cell phone, and other electronic devices 	<ul style="list-style-type: none"> ✓ Send a Thank You Email within 24 hours of the interview – ask for a <i>Thank You Email</i> guide
<ul style="list-style-type: none"> ✓ Organize your wardrobe and prepare a professional and fashion forward outfit 	<ul style="list-style-type: none"> ✓ Introduce yourself and greet the front desk staff politely and professionally 	<ul style="list-style-type: none"> ✓ Wait patiently – often the hardest part. Often managers take longer to get back to you than they say
<ul style="list-style-type: none"> ✓ Refrain from heavy perfumed scents but do practice good hygiene 	<ul style="list-style-type: none"> ✓ Display proper body language. ✓ Be genuine, confident and show enthusiasm 	<ul style="list-style-type: none"> ✓ Send follow up email if you have not heard from them in the amount of time they stated
<ul style="list-style-type: none"> ✓ Print at least 3-5 copies of your résumé and a reference list 	<ul style="list-style-type: none"> ✓ Develop rapport with proper eye contact 	<ul style="list-style-type: none"> ✓ Be professional at all times
<ul style="list-style-type: none"> ✓ Prepare at least 5 questions to ask the Interviewer; can be written/printed out 	<ul style="list-style-type: none"> ✓ Do not mention negatives from your past employers 	<ul style="list-style-type: none"> ✓ Notify references that you've interviewed and they may be getting a call
<ul style="list-style-type: none"> ✓ Plan your route and transportation 	<ul style="list-style-type: none"> ✓ Ask prepared questions ✓ Ask for the next steps in the process 	<ul style="list-style-type: none"> ✓ Prepare for appropriate work attire 😊
<p>Book a mock interview with a Career & Employment Coach</p>	<p>Maintain a positive attitude: Relax and take a deep breath 😊</p>	<p>Maintain a positive attitude and continue your job search until you hear back 😊</p>