Preparing for Job Interviews

# Confirming the Interview

When taking a phone call from an employer or answering an email about a job interview, make sure you have the following:

* Your resume
* Calendar or scheduling device
* Notepad and pen or note-taking device
* Job search tracking sheet or wherever you record your job search progress

Whether you are on the phone or answering an email request for an interview, make sure you cover these details:

* Date, time, and location
* Who will be interview you? Record their names and job titles so you can ask for them when you arrive and greet them by name
* Assure them you are available at the designated time
* Thank the person you are speaking with for the opportunity
* **If it is email,** pay close attention to spelling and punctuation

# Be Prepared

* Know the location of your interview. If it is virtual, make sure you have the link and if it is a new video meeting platform for you trial joining with a friend. If it is in person, make sure you know how to get there and find the business.
* Dress professionally – even if it is a virtual interview you are doing at home, dress to make a good impression.
* Arrive 15 minutes early, if it is virtual you can join 5 minutes early and wait in the lobby. But don’t let yourself get distracted and miss when the interviewing committee joins the call.
* Greet your interviewer (and anyone else you interact with along the way in the process) in a friendly way.
* Put your phone on silent and turn it over. Leave it in your car if you are going to the business or put it in another room if it is a virtual interview.
* Close the interview by thanking them and asking for the best person for you to contact to follow-up on your interview.