



# Rock Your Interview

## 10 THINGS TO REMEMBER BEFORE A PROFESSIONAL INTERVIEW

### RESEARCH THE COMPANY

- Before your interview, research important information about the company such as the values, the mission statement, company history, or any current events. Then, during your interview, incorporate this knowledge into the conversation. This shows that you care about being part of this specific company.

### REVIEW YOUR RESUME

- Review your resume to practice the best talking points.
- Always bring extra copies of your resume to your interview.
- Ensure that the information on the resume is relevant and up to date.

### MOCK INTERVIEW

- Before your real interview, practice answering interview questions ahead of time.
- Have a friend ask you common interview questions, and rehearse your answers, for example:
  - "What are your greatest strengths/weaknesses?"
  - "What would you bring to this position if you were hired?"

### PREPARE QUESTIONS

- Prepare three to five open-ended questions to your potential employer.
- Some examples of good questions include:
  - "What does a typical day look like for this role?"
  - "What are the most immediate projects that need to be addressed?"

### DRESS FOR SUCCESS

- Dress in a manner that reflects the position for which you are applying. This generally means a suit, skirt, or pants.
- When in doubt, dress conservatively. Interview suits should be simple and dark in color. Anything tight, bright, short, or sheer should be avoided.



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### BE PUNCTUAL

- As a rule of thumb, arrive fifteen minutes early to your interview to avoid being late.
- Set reminders on your phone or calendar so you don't forget about your interview.
- Ensure that you are fully prepared the night before your interview. This way, you will not waste time scrambling for things such as outfit choices, or directions.

### SELL YOURSELF

- Walk into the room with confidence.
- Don't be afraid to highlight your achievements and leadership positions.
- Show that you are adaptable and eager to learn.

### BE AWARE OF BODY LANGUAGE

- Good body language indicates confidence and professionalism in an interview.
- Remember to make eye contact, be interested in the conversation, and smile!

### BE SPECIFIC

- When you are answering questions, you should bring up specific examples about what you have done to show off your skills.
  - For example, to portray leadership skills, tell a story about resolving a conflict as a team captain.

### SEND A THANK YOU EMAIL

- Within 24 hours of your interview, send the interviewer an email to thank them for their time.
- This is a good way to show your interest in the position as well as stay in contact with your interviewer.