

## ***Interviewing Tips:***

To ensure the interview day goes smoothly see these quick tips to implement to help navigate the interview day with the least amount of stress:

### ***Pre-Interview Checklist:***

1. Know where you are going and allow plenty of time. Arrive 15 minutes early.
2. Obtain the correctly spelled name of the interviewer and know their title
4. Schedule time for the interview
5. Conduct a mirror check
6. Pop a breath mint
7. Turn your cell phone off
8. Take a restroom break beforehand

### ***During the Interview Checklist:***

1. Make a good first impression
2. Be honest and be yourself
3. Understand the question and answer it completely, do not just give "Yes" or "No".
4. Positively promote your skills
5. Interview the Interviewer! Ask 3-5 questions
6. Exit with a smile, shake hands and thank the interviewer

### ***Post interview steps:***

1. Send a prompt thank-you note
2. Provide a follow-up response to one of the key interview questions
3. Keep hope — while you keep looking
4. Immediately begin prepping for the next round of interviews