

Managing Interviews

Before

- Research the company
- Read and understand the JD
- Understand which of your skills are most important to the JD
- Anticipate the questions that may be asked
- Prepare examples
- Make notes
- List of questions you want to ask
- Test run to the interview location
- Have 2 spare copies of your CV
- Get any resources ready the night before

During

- Arrive early
- Dress appropriately
- Maintain eye contact with interviewers
- Ask questions
- Take time to think about your answers
- Ask for clarification if you do not understand
- Refer to your notes if necessary
- Refer to the interviewers by name

RELAX AND ENJOY!!!!

After

- Think about what went well and why
- Think about what went poorly and how you can fix it for next time
- Ask for constructive feedback from the interviewers
- Apply what you have learned for future interviews

Remember that every no is one step closer to the inevitable yes.