Understanding the Interview

### Purpose of Interviews
- Determines your suitability for the position and how well you would fit into the existing team
- Helps you determine if you still want the job

### Preparing for the Interview
- Review your company research
- Prepare questions for the employer
- Anticipate interview questions and practice suitable responses
- Take care of logistics
Dressing for the Interview

- Dress formally—business suit
- Dark colours, white shirt
- Understated jewelry and make-up
- Show you take the process seriously

What to Bring to the Interview

- Copies of your résumé
- List of references
- A targeted portfolio

During the Interview

- The interview begins as soon as you arrive
- Introduce yourself
- Use any waiting time profitably
- Greet interviewer(s) appropriately
- Avoid drinks if you might spill them
- Ask employer before taking notes
- Ask for business cards
After the Interview

- Review your thoughts about the interview
- Write a thank you note to all interviewers
- Fill in any gaps or emphasize your interest from the interviewer in your thank you note
- Provide a list of references

Choosing Good References

- Choose people who you’ve reported to and who can speak about you in detail
- Coach your references on what messages you are highlighting for the position
- Maintain a good, ongoing relationship with your references
- Try to avoid using friends and family as references