

Interview Notes

1. Schedule it when YOU are at your best IF possible (i.e regular routine ahead of time, etc)
 1. otherwise get yourself PREPARED so you are at your best
 2. have a trusted friend CALL YOU as need to pump you up beforehand - mindset is KEY
2. Confirm date and time with a 2nd communication
 1. i.e. via meeting notice after an email /phone call
 2. Have a contact phone (mobile is after business hours) and name - in case you get lost, delayed, etc.
3. Plan route / confirm physical address
 1. Does Google / Apple Maps get you there correctly? If not, figure out alternative.
4. Target to arrive 15 minutes early
 1. plan for traffic, weather, unplanned stop for gas,etc
5. Silence cell phone or preferably leave in vehicle
6. Say hello and get name of receptionist
 1. He/She might be part of the interview team!
7. Bring hard copies of the resume (8 or 10)
 1. It might not get distributed by internal HR, etc
 2. You might also end up meeting others not on the original interview schedule - be ready!
8. Likability is very key - SMILE
 1. some folks get the job just because of this when all other factors are EQUAL
9. Bring a nice looking notebook with some prepared questions written out
 1. use it to take notes
 2. keep track of questions you have for the interviewers that they have covered during the interview
 3. Jot down 'new' questions you have for them or want to research later
10. Try to get a biz card or contact info from everyone
 1. The Recruiter or HR might help here too or can forward your follow up Thank You
11. Go with Professional Dress as much as possible
 1. Even if told you can dress down - don't do it
 1. If you are coming from work that could be a challenge
 2. Personal grooming should be sharp, shoes shined, etc
 1. No over the top perfume/cologne
 2. Watch your breath (i.e. especially if you smoke, etc)
12. Send an email thank you within 24 yrs - and a hand written thank you the SAME

day.

1. In both pull out one or 2 tick points that remind them of your fit to the job
 2. also remind them how excited you are about the job. (even if you eventually decided to turn it down)
13. Always work to maintain a network relationship with everyone you meet at the interview - whether you get the job or not.
1. If you figure out how to truly help them they could become a long term relationship for you.
 2. As a result, you might have a job created for YOU or get the call for the NEXT job before it ever gets posted, etc

1. PHONE INTERVIEW PREP AND BASICS:

1. Schedule it when YOU are at your best IF possible
2. otherwise get yourself PREPARED so you are at your best - (i.e regular routine ahead of time, etc
3. have a trusted friend CALL YOU as need to pump you up
4. Talk STANDING UP - you will communicate HIGHER energy.
5. Make sure you battery is charged!!
 1. True Story - I once had a cordless phone die - uh I did NOT get that job.
6. INSURE you have an uninterrupted environment - PLAN ahead
7. If more than ONE person is on the other end of the call
 1. ASK for introductions to be made at the start. (& get their contact INFO via your HR/Recruiting contact)
8. Prepare questions in advance
 1. check them off if they are asked during the discussions
 2. write down NEW questions as they come up during the interview