10 Ways to Prepare for Your Interview

1. **Appearance:** Dress one or two levels higher than the position you are interviewing for.

2. **What to bring:** A professional padfolio, several copies of your resume, you references, all printed on resume paper. Your career portfolio with writing and project samples. A list of questions and a pen to jot down notes.

3. **Preparation:** Research organization on the Internet. Use LinkedIn and Twitter to find people who work there, and learn about career paths of current and former employees.

4. **Prepare for situational questions:** Prepare 4 - 7 CAR (Challenge, Action, Result) stories to use as answers to many interview questions. Write out these stories and practice reading them aloud, especially the day before the interview.

5. **Prepare questions to ask:** Be ready to ask well thought out questions about the job, company, and career path. Do not ask questions that can easily be answered from the “About Us” section of the company website, but instead questions that show that you are really interested. Google top ten questions to ask in an interview for ideas.

6. **Prepare effective discussion points about your strengths and weaknesses:** Use the job description as your guide, finding your strengths among their needs. The answer on weakness is best dealt with by using a weakness that you have improved, is not essential to the job, and is not cliché, such as “I am a workaholic.” Turn a negative into a positive.

7. **Practice smiling and making eye contact:** This may seem obvious, but when you nervous, you may seem shifty and untrustworthy. Practice mock or Skype interviews, making a conscious effort to smile and connect.

8. **Do a test run:** One or two days before the interview, drive to the location at the same time of day, taking note of traffic and where to park. It is unwise to trust GPS or Map Quest, and take a chance of being late.

9. **Relax before the interview:** To take off the nerves, practice deep belly breathing. This will relax you and take the nerves off, and will also help to open up your voice and airways.

10. **Get a good night’s sleep:** Prepare things ahead of time, such as clothing, resumes and your portfolio, so that you will be well rested for the interview.