

## **Important things to do before a job interview**

### **1. Stay calm and breathe**

When you become stressed, your body releases stress hormones like cortisol and epinephrine which can inhibit your ability to think clearly. Staying calm before and during an interview allows you to listen better and stay focused on how to best respond to questions. It will also help you to think how you can best present your accomplishments in alignment with what is important to the interviewer.

### **2. Arrive early, but do not go inside**

Few things can shake you more than running late to an interview, so always arrive early. Although, be sure to wait in your car or a local spot since being too early can place unnecessary pressure on your interviewer.

### **3. Decide on one or two things you want to be remembered for**

Is it your communications skills? Project management skills? Knowledge? Key in on a couple things that will impact your memorability and likeability.

### **4. Briefly review your notes and come prepared**

Before the interview, write on a few note cards on some key information such as your interviewers' names, titles, and relationships to the position. Do some research on the company before your interview, this helps reinforce that you are indeed interested in the company.

### **5. Look in a mirror**

Check yourself in the mirror. Wash your hands and make sure your fingernails are clean and your palms are dry. If you wore comfortable shoes and plan on changing into dress shoes, be sure not to do this in the office.

### **6. Organize your bag**

Make sure you can easily pull the copies of your resume out of your bag without rummaging through it or exposing any personal items.

### **7. Notice what is happening around you**

Observe what the office environment feels like, what is on the walls, and what mementos are in the reception area.

### **8. Think happy thoughts**

Thinking of pleasant things that make you smile and feel good will help put you in the right state of mind going in to the interview.