

Pre-Interview Preparation

- Review your qualifications for the position based upon the job announcement.
 - What experience/s do you have that can translate into the position for which you are applying?
- Do your research:
 - The company
 - The department
 - The position
- Practice mock interviewing with family, friends or co-workers
- What to bring to the interview:
 - A list of questions pertaining to the job:
 - <http://www.nbcnews.com/business/careers/ask-smart-questions-when-interviewing-job-f880251>
 - Your notes regarding your qualifications for the job and your research, all in bullet-point format
- For non-ECC jobs:
 - Your resume
 - A list of at least three references
- Dressing for the interview
- Call the day before to confirm the meeting time/place if it has not already been officially confirmed.
- Arrive at least 15 minutes before the interview, and allow additional time for traffic, parking and other unforeseen circumstances.
- Do not bring gum, drinks or food to the interview and remember to turn off your cell phone!

Post-Interview

- Always send a thank you note.
 - Thank the interviewer/panel/facilitator for the opportunity to interview.
 - Include a reference to anything the interviewer/panelist mentioned that enhanced your interest in the position.
 - Summarize why you think the job is a good match.
 - State why you are a strong candidate for the job.
- Follow-up as directed by the interviewer.
 - You will know when and how to follow-up because you asked the question during the interview. 😊