



Wealth is the ability to fully experience life.

Job Interview

GENERAL

Study for your interview like it's a final exam.

- Find out as much about the company and position as possible.
- Brush up on any specific knowledge the position requires.

Generate a list of interview questions.

- Ask recruiter if there are any general questions you can prep for.
- Ask recruiter how you should dress for the interview *(if needed)*.
- Ask others in the field what types of questions to prep for.
- Search Google to generate thoughtful questions that will make a good impression.
- Prepare a list of questions for them *(see job change checklist)*.

36 HOURS PRIOR TO INTERVIEW

Prepare for the interview.

- Practice delivering answers to questions out loud.
- Practice with confidence.

Compare your skills and experiences to the job description.

- For each component of the job, brainstorm your relevant skill and experiences and how you want to present them.
- For any skills you don't have, be prepared to demonstrate how you'll be competent without them.

12-24 HOURS PRIOR TO INTERVIEW

Be rested for the big day.

- Get a good night's sleep.
- If you are prone to anxiety, practice breathing or meditation before the interview.
- Eat a light, healthy, non-smelly meal.

3-6 HOURS PRIOR TO INTERVIEW

Dress for success.

- Wear appropriate attire, which makes you feel confident.

Empower yourself.

- Think of a mantra you can call upon for self-confidence, like, "I got this," or "no matter what, I'll do my best."
- Think about what you can learn from the experience should you not get the position.
- Practice a firm and confident handshake.

Don't leave any unknowns.

- Bring extra copies of your resume.
- Arrange reliable transportation in advance.

AFTER INTERVIEW

Keep an interview journal.

- Document details about the interview *(company, date, job, etc.)*.
- Assess what you did well and what you need to work on.

Prepare a thank-you card.

- Consideration can go a long way.
- Be sure to customize it to the interviewer.

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