Interviewing
Before & After

Before

Research! Researching the employer can make the difference between getting hired or getting passed over. Here are some things you should try to find out before your interview:

- **Physical Address:**
  - Where is the interview taking place? Do you know how to get there?
  - Where is the most convenient parking area? Will you need cash to pay for parking?
  - Is this the address you should plan to use for a thank you note?

- **Mission/Vision Statements:**
  - Are there specific values that are really important to this employer?
  - Do you have any goals or passions that align well with these statements?

- **Company History/Traditions:**
  - How did they get started?
  - Is there a specific company culture or environment that they try to maintain?

- **Marketing Information:**
  - Are there specific buzz words or industry language you should be familiar with?
  - What do you know about their recent sales or profit trends?
  - Who are their industry competitors?
  - How would you go about suggesting that they improve upon their current approach?

Day-Of Checklist:
- Driving directions
- All clothing ironed or pressed
- Cash
- Watch
- 2 to 3 nice working pens (blue or black ink)
- Extra resume copies
- Typed list of questions to ask employer
- Cell phone OFF
- Briefcase and/or folio
- Pad of paper to take notes
- Business cards, if needed
- Driver’s license
- CLEAN vehicle

After

Take notes! After you leave the interview, take a moment to write down everything you can remember about the meeting. Here are some things to take note of.

- Names of all interviewers in the room (ask the front desk for spelling if necessary)

- **Best time and day to follow-up, as well as e-mail or phone preference**

- **E-mail addresses and contact numbers (business cards are the most helpful)**

- **Expected time frame for hiring**

Follow up! If you said you would make contact in a specific time frame, be sure you do as promised. In all cases, send a thank you note to the interviewer to express your continued interest within 24 hours.