

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.