



RESEARCH

Learn what you can about the workplace prior to the interview; ask friends, ask network contacts — professional organisations, Chamber of Commerce, research it in the library, ask the receptionist/employer for any company literature or a job description that they can give you. Particularly important are management style of company/agency, dress style and general climate, company philosophy, reporting structure and of course, anything you can determine about the particular job opening. Ask the secretary/employer who will be interviewing you and their position. Know the exact location and how to get there.

REHEARSE

Rehearse the interview, preparing answers to difficult questions you expect to be asked. Also, assess your strengths for the position and practice telling about your specific job related achievements and skills. Rehearsal may be done either mentally or through practicing with a friend or relative. Plan Your Spontaneity.

RELAX

It is helpful to have some level of stress/excitement to prepare you for the interview, but too much can be overwhelming and may impede your effectiveness. Prior to the interview, do relaxation exercises and deep breathing. Have a good night's sleep, if possible and eat a nutritious meal. Eating sweets or drinking coffee right before the interview may increase your nervousness.

REVIEW

Go over the interview immediately afterwards and write down:

- Successful responses
- Surprise questions
- Alternate responses to difficult questions
- Any other thoughts/feelings that may be helpful