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## How to Prepare for an Interview

By [Agatha Kereere](#)

Posted Oct 21 2013 - 10:42am

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Okay this is it, the big time. You've scored a job interview (Good for you!) and somewhere in between the your happiness and your excitement you realize that you're also nervous: "What should I wear?" "What should I bring?" "How do I prepare? What if I'm asked something that I'm not prepared for?" "Should I get some business cards made?" "What exactly should I do first?" *Relax*. We're all making our way to this particular phase – if we're not there already – and the following is designed to help you make that path easier:

### **How to Prepare for the Job Interview:**

1. Familiarize yourself with the company's background, the position you're trying to acquire, and the person you will be speaking with.
2. Plan a few questions to ask and anticipate the questions that might be asked of you (Refer to "Questions to Plan for and to Ask").
3. Practice interviewing with someone who will give you honest and constructive feedback.
4. Choose an appropriate and professional ensemble to wear.

### **What You Should Bring:**

1. An updated resume – make sure the items featured are relevant to the job
2. Identification: Drivers license, school ID, etc.
3. Transcript (Ask either the interviewer or Human Resources whether they will be necessary).
4. References
5. Notebook and writing utensil

### **Questions to Plan for and to Ask:**

#### **1. You may be asked questions such as:**

- a. "Why are you interested in this position?"
- b. "Why do you think you would be the best candidate for this position?"
- c. "What are your strengths?"

- d. “What are your weaknesses?”
- e. “Are there any questions you would like to ask me?”

**2. Here are some questions you could ask:**

- a. “What do you look for in terms of experience when it comes to employees?”
- b. “How long have you been with the company?”
- c. “Could you please describe the work environment here for me?”
- d. “What are a few of the mistakes that people in this particular position have made?”
- e. “What is a typical day/shift like here?”

**Follow Up:**

1. Send a “Thank you” note to the interviewer.
2. Wait about a week or two to hear back from the interviewer. If you don’t hear from them after the above-mentioned time[s], call or send an email stating what your name is, when you met for the interview, and politely ask him/her to give you information regarding the position you applied to.

**Throughout:**

1. Be polite and gracious to everyone from the interviewer to the receptionist[s].
2. Be punctual.
3. Be prepared.
4. Be articulate: Express yourself clearly and avoid “like” and “Um.” (Basics I know but it’s easy to forget, I know I do sometimes!)
5. Have a good attitude and be ready to work!
6. Leave your phone alone.
7. Make sure there is nothing incriminating on your social media.
8. Don’t badmouth: Employers, employees, and the company in general.

**Finally:**

1. **Smile**, breathe. You did it! Now you that you’ve gone through the process, you know what to expect and you can only improve with each time you practice.



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