



How to Prepare for an Interview

Phase 1: Prepare

- This begins with the initial email letting you know that you have an interview
- Save that email string as a calendar invite in your phone
 - Include contact information of the person/people you will meet
 - You don't have to go searching through emails to find contact or meeting information if you do this!
- Do not try to memorize everything!
- *Always* have a portfolio and 2 pens with you when walking into any meeting
 - Do not use your phone or laptop/tablet to take notes
 - Don't open yourself up to technology mishaps
- The first page of your portfolio should contain the following:
 - Summary/brand identity from course 1
 - T account with your strengths and opportunities for improvement

Phase 2: Go time!

- You are "on" once you turn your car off
- Treat everyone like they are the CEO- from the parking lot to the office
- Observe!
 - Look for commonalities as ice breakers
 - Geography, sports, schools, etc.
- Be an "active listener" in the interview
 - Take notes, write down questions
- Seal the deal with a strong closing statement indicating your interest (if you are interested)
- Shake hands and walk out like a boss (but don't celebrate until you are out of eyesight of the building)

Phase 3: Post-interview follow up

- Send a thank you note to each person you met with
 - Do not send it from your cell phone!
 - Email is fine, but do it from home where you can proof read it multiple times

