Basics of Interviews updated on Jan 2025

Review your resume, and make sure that you can explain everything on it. Arrive at the interview ten minutes early to give yourself an opportunity to collect your thoughts and relax. Be aware that many employers will have their receptionists record the time you came in. If you rush in at the last minute, an employer may have serious concerns about your ability to arrive on time for a normal day at work.

Get a good night's sleep before your interview. You will think more effectively in the interview if you are rested. Also, yawning will not impress anyone. Eat something before the interview. If you are worried about your stomach growling, you will not be able to concentrate on the questions.

Dress appropriately for the position that you are applying to. Try to dress like the people who work there would dress if they were representing their organization at some function. If you are unsure about what to wear.

Make sure that you are clean, neat, and well-groomed. Interviewers do notice your appearance, and first impressions are critical in an interview situation.

Take a copy of your resume, transcript, references and perhaps a portfolio or work samples with you. Also take a pen and paper, as you may want to record some important information.