

A WEEK BEFORE

- Research the organisation
- Study the job description
- Review your CV
- Practice the most common questions
- Prepare your own questions

DAY BEFORE THE INTERVIEW

- Take out the clothes you are going to wear
- Research the transportation method of getting to your interview
- Pack your essentials:
 - Copies of your CV
 - Pen and paper/notepad
 - Questions for the interviewer
 - Identification

DAY OF THE INTERVIEW

- Arrive at the interview at least 10 to 15 minutes early
- Inform the receptionist about your interview appointment,
- be polite, this will give the receptionist a good first impression
- Go to the restroom and check your appearance one last time

DURING THE INTERVIEW

- Don't eat, chew gum, or sip your water excessively
- Remember not to touch your face or swivel your chair when nervous
- Try to focus on the points you have prepared without sounding rehearsed or stiff
- Relax and enjoy the conversation
- Learn what you can about the company
- Ask questions and listen; read between the lines
- At the conclusion, thank the interviewer, and determine the next steps