

## Pre Interview Preparation

**1. Scheduling:** Confirm the date, time, and the format of the interview. For instance, if it's a phone interview, ensure you're in a quiet place with good reception. If it's a video interview, test your technology beforehand. Setting reminders can help you be ready and punctual.

**2. Document Preparation:** Gather all necessary documents. This includes your resume, cover letter, transcript, certificates and references. For example, if you've worked on notable projects, have a portfolio ready. For a virtual interview, have digital copies ready to share. For in-person interviews, bring neatly printed copies in a professional folder or portfolio.

**3. Dressing Professionally:** Dress in a manner appropriate for the role and the company. For a corporate role, a suit might be the norm. For a start-up, business casual might suffice. When in doubt, lean towards dressing more formally. Remember, your appearance can make a strong first impression.



*Remember, every company is different, and these are general guidelines. Your research on the company culture will help guide your outfit choice. Always strive to show respect for the opportunity and make a positive first impression.*

**4. Practice:** Review common interview questions and practice your responses. For instance, you might be asked about your strengths, weaknesses, or past work experiences. Practicing your responses can help you articulate your thoughts clearly during the actual interview.

**5. Prepare Questions:** Have a list of questions ready to ask the interviewer. For example, you could ask about the company culture, expectations for the role, or opportunities for professional development. This shows your genuine interest in the role and the company.

**6. Directions and Travel Time:** If the interview is in-person, know the exact location and how long it will take to get there. For instance, check the traffic situation on the day of the interview and aim to arrive 10-15 minutes early. This allows for any unexpected delays and gives you time to compose yourself before the interview.

**7. Research:** Understand the company, the role, and the industry. For example, know the company's mission, its products/services, and its competitors. This knowledge can help you answer questions confidently and ask insightful questions that show your understanding of the company and the industry.