

## Preparing for Interview Success

The interview process is more than just answering questions; it's about showcasing your preparedness, adaptability, and professionalism. By planning ahead, understanding your interviewers, and making a strong first impression, you can set yourself apart from other candidates. This guide focuses on essential strategies from planning to behavior management that will help you succeed in your next interview.

### Know Your Interviewers:

Researching your interviewers is an important first step. Before the interview, find out who they are by reviewing LinkedIn profiles or the company's website. This gives you insights into their roles, interests, and backgrounds, allowing you to tailor your responses and build rapport. Bring the list of names and roles to the interview and prepare questions that reflect your genuine interest in their work.

### Rehearse Logistics:

Preparation is key to minimizing stress. Rehearse your route to the interview location to avoid last-minute issues. Drive to the location in advance and at the same time of day as the scheduled interview. Be aware of any construction along the route and either allocate more time or find an alternate route, if possible. Ask the employer in advance about the parking situation and know where you need to go. Check the weather forecast and plan accordingly by bringing a jacket or umbrella—you don't want to show up to your interview all wet! This extra preparation ensures you will arrive on time, dry, calm, and collected.

### Handle the Unexpected:

Rule # 1: Don't be late for an interview! However, even with the best planning, unexpected things happen. If you run into traffic, an accident, or any other delay, always notify your interviewer ahead of time. Have a contact name and phone number handy in case you need to make last-minute adjustments. Apologize when necessary and remember, professionalism is key, even when things go wrong.

### Arrive Early and Prepare Yourself:

Arriving early is a smart way to handle pre-interview nerves. Get to the interview location at least 20 minutes early to allow time for a final check of your appearance and to use the restroom. Plan to report to the reception area 10-15 minutes before the scheduled start to give yourself a moment to calm your nerves and get focused.



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### **Make a Great First Impression:**

*"You never get a second chance to make a first impression."* First impressions are critical. Greet your interviewers with a firm handshake, maintain eye contact, and smile while introducing yourself by name. Sit with good posture and remain composed throughout the interview. These small behaviors communicate your professionalism and confidence. A positive first impression can set the tone for the rest of the interview.

### **Why Behavior Matters:**

Your behavior during the interview gives the interviewer a glimpse of your adaptability, cultural fit, and problem-solving abilities. Stay composed and attentive, even in stressful situations, and demonstrate your ability to work well with others. Positive behavior helps the interviewer see you as a good fit for the company's values and culture.

### **Conclusion:**

By taking the time to research your interviewers, plan the logistics, and handle unexpected issues with grace, you can ensure that your behavior and first impressions reflect your best self. Following these tips will allow you to present yourself as a professional, prepared, and adaptable candidate who is ready to succeed in any interview setting.