

## Job Interview Tips - 6 Essentials to Do the Day Before the Job Interview

Job interviews can make you anxious! You have twenty-four hours to go before your interview and you need to know what to prepare. Following these 6 essential job interview tips the day before the interview will greatly increase your confidence and your chances of success.

### **Directions, Map, Contacts**

Prepare the day before to make sure you get to your interview on time. Find out exactly where you have to go and who you must ask for once you are there. Get good directions, look on the map and make sure you know the best route. Work out how long it will take you, allow for traffic and parking time. Have the full name and position of the person you will be seeing and a contact number in case you need to call. Put all this information into an interview folder to take with you.

### **Conduct Background Research**

You have time to search for company information on the internet. Find out relevant details about the employer and use these to prepare your interview answers and questions. Having background information on the company helps to set you apart as a prepared and informed job candidate.

### **Prepare your Portfolio**

Another job interview tip is to get all your documentation together the day before. Make a couple of copies of your resume and a list of your references including name, position and contact numbers. Include copies of any written references you want to give the interviewer. You may want to include work samples that are relevant to the position. Include details of the research that you have conducted on the company. Let the interviewer see that you have done your homework! Put all these into a neat, simple portfolio to give to the interviewer. Have a notebook and pen ready to jot down details during the interview.

### **Review your Resume**

Go through your resume the day before to re-familiarize yourself with the information the interviewer has about you. Be aware of any red flags such as gaps in employment or reasons for leaving previous employers that you will need to address during the interview. Highlight these and prepare answers to any questions that may arise.

### **Practice your Answers and Questions**

A couple of days before the interview you will have prepared answers to common job interview questions such as *"What are your strengths?"*, *"Why are you the right candidate for this job?"*, *"Tell me about yourself?"* Go through these answers and practice saying them out loud. You also should have prepared at least five good questions to ask the interviewer about the job, the company and the management, such as, *"Please describe the company's management style and the sort of employee who fits in well with it?"* Go through these questions, feel confident about asking them, and include them in your interview folder.

### **Dress for Success**

Find out the expected dress code for the job interview. You can call the company and speak to Human Resources or even Reception. It is usually advisable to dress more formally for the interview than the actual position requires- this shows respect for the interview process. Select the appropriate clothes the day before and make sure they are clean and pressed. Shoes should be polished. Decide on any accessories you want to wear. Lay your interview clothes out ready for the next day. This saves rushing around just before the interview and getting into a spin!

Six simple job interview tips that you can do the day before. They will make the difference between feeling prepared and confident or anxious and flustered about your job interview!

## About the Author

Julia Penny is an organizational psychologist with many years experience interviewing job candidates. She offers her expertise to help job seekers prepare for and succeed in job interviews at her free website [best-job-interview.com](http://www.best-job-interview.com).