

8 WAYS TO PREPARE FOR AN INTERVIEW

1. Resume copies

Print off a copy for yourself and for each person you're interviewing with.

2. A pen

It might seem silly, but this could be the difference between appearing prepared and looking disorganized. Having your own pen says "I've thought ahead," and that speaks volumes to a future employer.

3. A notepad

Things like phone numbers, addresses, names, and information for drug testing facilities are all things you might need to write down during an interview. Having your own paper is like having your own pen. It's all about being prepared and making you stand out in the hiring manager's mind.

4. References

Think of three people who can vouch for your ability to do a great job in the position you're interviewing for. These people should not be related to you! You should feel confident they'll return a phone call from the hiring manager, and you should tell your references ahead of time that they might be contacted. Once you've thought of these people, type up their full name, phone number and their relationship to you. Print out this list and bring one copy for each person you are interviewing with.

5. Questions

Think of a few questions you'd like to ask the hiring manager about the position and write them down so you'll remember to ask them. "How much does this position pay?" should not be on the list. Wait until the hiring manager brings it up.

6. Directions and contact information

If you have any doubt about whether you know how to get to the interview, print out directions. You don't want to get lost, because getting lost could make you late, and being late could cost you the job. On the top of the directions, write down the name and contact information of the person you're interviewing with. You want to be sure you can get in touch with them should anything go wrong.

7. Breath mints

Trust us on this one; it's just a good idea.

8. Folder/briefcase

There are a lot of things to remember, so be sure to keep them all in the same place. Putting all the papers listed above in one folder or briefcase will ensure that you won't leave anything out by accident. Plus, you'll look organized during the interview.

Now that you've got everything ready, just get a good night's sleep, be sure to dress for success and relax. You're going to ace your interview, and pretty soon you'll be worried about your first day.