Acing the JOB INTERVIEW

IT'S A MONEY THING®



PREPARATION IS KEY

Job interviews are stressful when you're under-prepared. Make sure you have all the bases covered by reviewing the quick tips below!

ACE WHAT YOU WEAR

- ✓ Try on your interview outfit ahead of time (especially if it's been a while) to make sure you can move and sit comfortably in it
- ✓ When in doubt, dress it up—it's better to appear slightly overdressed than to appear too casual
- ✓ The (subtle) use of color and accessories can show some personality while maintaining professionalism

ACE WHAT YOU BRING

- ✗ Your interviewer isn't looking for your life story—if your resumé resembles a biographical epic, you need to edit it down
- ✓ Bring extra copies of your resumé as well as a list of references (even if you weren't asked to)
- ✗ Eliminate the potential for embarrassing moments—silence your phone well before the interview and don't bring anything that can spill

ACE WHAT YOU KNOW

- ✓ Be creative in your research—check out press releases, blogs and social media channels, as well as the company website
- ✗ Don't overdo the social media stalking—the interview is not a time to comment on your interviewer's personal photos or status updates
- ✓ Study your own career experiences and how they relate to your desired position

ACE WHAT YOU SAY

- ✓ Practice answering common interview questions out loud and preferably with a friend
- ✓ Taking a drop-in improv or public speaking class is great way to boost your communication skills
- ✓ Posture exercises will improve your posture and help you maintain confident body language during your interview

DID YOU KNOW?

On average, every corporate job opening attracts **250 resumés**—but **only 4 to 6 of those applicants will be called for an interview**



Source: ERE Study, 2013



LISTEN TO YOUR JAM



DO A QUICK STRETCH



USE POSITIVE AFFIRMATIONS



READ A CHAPTER



DO A GUIDED MEDITATION

LAST-MINUTE CONFIDENCE BOOSTERS

Try working some of the ideas above into your morning routine the day of the interview. Even the simplest actions can do wonders to relax your body, calm your mind and boost your self-confidence.

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