Ways to help keep interview day running smooth

Have you ever had an interview day where you ended up running around, running late and/or getting lost to the interview? More than likely you’ve had at least one and can’t quite figure out how to get it together to make your day run smoothly. Or maybe you’re an old pro on the interview scene and just want to have things to note so you don’t forget anything on an upcoming interview day.

I have created this guide to help you keep yourself together and organized feel free to use it, add to it and modify it to your own specifications.

* Have the famous “interview outfit” be it suit, slacks and blouse pressed and hanging I would say at least two days in advance of the big day.
* Have a second copy of your resume and references preferably on resume paper ready to hand your interviewer.
  + As a side note to this, I have found that interviewers are generally impressed and sometimes expect you to have this as well as a professional folder or case to keep these documents in
* If you’re a caffeine fanatic like me, I would recommend you have your coffee and or tea the day of your interview- this helps me from having a caffeine withdrawal headache which can be extremely distracting during an interview
* If you are using a GPS, Check your GPS the day before and load the address into it
  + Be sure you have confirmed the address where the interview will be held
  + Make sure you have updated your GPS maps for the most accurate directions possible
* If you have the funds, get yourself a manicure, pedicure
  + If you do not and have to do it yourself an excellent tip for the manicure is to get the Kiss brand glue on nails- I personally love the Kiss brand and I’ve always been complimented every time I’ve had them on. Go with a French tip and an appropriate length.
  + If you have been looking a little pale and need a little touch of color, there are bronzer tinted gels which give immediate results without making you look orange- the one I’ve had the most luck with is L’Oreal brand.
* Take care of your wax/trim your brows, shave the day before if possible
* As soon as you get off the phone or have read the email requesting an interview, really look at their website or read their informational material. Facebook can be a great way to get information, put a status update asking if anyone has heard of the company and google the company.
  + If you can, print out the about us page and services page of the site as well as the specific job description. In addition to studying the information before the interview the day of while you wait to be interviewed you can reread the information to refresh your memory.
* Let your references know that you have an interview, who it’s with and the interviewer’s name so they know to expect the call
* Gather together any letters of recommendations you have so you can present them to your interviewer if they should ask.