

## 1. Research the Company and Role

- Visit the company's website and social media.
- Understand the mission, values, and recent news.
- Study the job description and note key responsibilities.
- Research the team or department if mentioned.
- Use LinkedIn or Glassdoor for insider insights.

## 2. Tailor Your Resume and Talking Points

- Align your resume with the job posting.
- Prepare STAR examples (Situation, Task, Action, Result).
- Be ready to explain gaps, transitions, or role changes.

## 3. Practice Interview Questions

**Common questions to rehearse:**

- "Tell me about yourself."
- "Why do you want this job?"
- "What are your strengths and weaknesses?"
- "Describe a challenge and how you handled it."

**Tips:**

- Practice out loud.
- Keep answers concise.
- Be authentic, not over-rehearsed.

## 4. Choose the Right Attire

- Dress slightly more formal than expected.
- Ensure clothes are clean and ironed.
- For virtual: test lighting, background, and camera angle.

## 5. Prepare Documents and Materials

- Bring extra copies of your resume.
- Carry a notepad and pen.
- Prepare 2–3 questions for the interviewer.
- Have ID and any required documents ready.

## 6. Prepare Questions for the Interviewer

- "What does success look like in this role?"

- “What are immediate priorities for this position?”
- “How does the team typically collaborate?”

## 7. Plan Your Journey or Setup

### **In-person:**

- Confirm date, time, and address.
- Arrive 10–15 minutes early.
- Plan around traffic or delays.

### **Virtual:**

- Test your tech setup early.
- Join 5–10 minutes before the call.
- Use a professional username.

## 8. During the Interview

- Smile and maintain eye contact.
- Listen actively.
- Answer honestly and stay focused.
- Thank them and express your interest.

## 9. After the Interview

- Send a thank-you email within 24 hours.
- Mention a highlight from the conversation.
- Share any promised follow-up materials.

## Bonus Tips

- Sleep well the night before.
- Stay hydrated and eat light.
- Bring confidence and calm energy.