

# Interviewing: How to Prepare

Now that you have landed the interview, you need to prepare yourself for the day. Do not wait until the night before to prepare for an interview. Well in advance you need to:

- Research the company you are interviewing with. Review their web site and have some knowledge about the company.
- This shows the employer you are not only interested in a paycheck.
- Review possible interview questions and organize your thoughts regarding how you plan on answering.
- Schedule a mock interview with our office to sharpen your answers and your overall interview skills.
- Make a good first impression. Dress appropriately and professionally. See our list of suggestions below.
- Be on time to your interview. Research where the company is located and where you need to park. Allow yourself extra time to arrive in case of unforeseen circumstances.

## What to wear - Male

- Dark suits, properly fitted
- Dark dress shoes, polished
- Dark dress socks
- Conservative neck tie
- No jewelry except wedding or class ring, dress watch
- Well-groomed facial hair
- No long side-burns or long hair
- Nails - trimmed and clean

## What to wear - Female

- Dark coordinated suits, properly fitted with a matching blouse, no plunging neckline
- Skirt line no more than one inch above the knee
- Dress shoes, polished, matching, no open toe
- Neutral colored hose
- Minimal jewelry - dress watch, wedding ring
- Natural looking make-up
- Clear or conservatively colored nail polish; no chipped nail polish

## General Interview Etiquette

- No heavy cologne or perfume
- No visible tattoos or body piercings
- No purple, green, pink, etc. colored hair
- Fresh breath
- Freshly bathed/showered (no body odor, use deodorant)
- Freshly ironed clothing

**Source: Interviewing: How to Prepare. (n.d). Retrieved from <https://cms.ysu.edu/administrative-offices/career-services/interviewing>**