Remember to dress business smart for your interview. A rule of thumb is that it is always better to be over-dressed than under-dressed.

Pre-interview Checklist

Use this guideline to ensure you are prepared for your next interview

- ☐ **Research the company well** (company's website, Glassdoor reviews, LinkedIn / Facebook presence); familiarize yourself with their products and services, as well as their culture

- ☐ **Dress in a way that's both professional and appropriate for the organization's culture** (e.g. business smart works for most organizations while some IT companies have a casual dress code)

- ☐ **Have a few hard copies of your customized resume** (and cover letter) ready; **bring your portfolio / work samples if appropriate**

- ☐ **Familiarize yourself with the interview location** (always arrive 10-15 minutes early)

- ☐ **Prepare your elevator speech**

- ☐ **Rehearse the potential interview questions**

- ☐ **Be confident and remember to smile!**

- ☐ **Prepare your list of professional references** (at least 3, ideally those you've interacted with in a professional setting and would have decent knowledge about your competencies – e.g. immediate managers / supervisors, colleagues, instructors)