



10 Steps to a Successful Interview

START

1

Research the company, take notes, and write down your questions.

2



Prepare to be on time by mapping the route to your interview location.

3

Plan your outfit. It's perfectly OK to ask what attire is appropriate.



4

Print and bring copies of your resume, as well as other materials you want to feature.

6



During the interview, convey energy, engagement, and enthusiasm.

5

Bring a pen, pad, and your notes.

7

Make eye contact, even during a video interview.

8

Give thoughtful answers that provide depth and value.

9

Close strong. Ask for the next step in the process.



10

Follow-up with a thank you note.



How To Succeed At Interviews A Step By Step Guide

Albert A Gayle



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