

# 10 Steps to a Successful Interview

## **START**

0

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

20

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

Plan your outfit. It's perfectly OK to ask what attire is appropriate. 0

4

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

Make eye contact, even during a video interview.

6

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

Bring a pen, pad, and your notes. 8

Give thoughtful answers that provide depth and value.

0

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**

**Kate Southam, Joyce Lain Kennedy** 

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