Basic Rules of Interviewing

- **Before the interview** – Research the company and get directions and parking information.

- **Dress appropriately** – Refer to the Career Development Office webpage, [Dress for Success](#).

- Arrive 15 minutes early so that you can use the restroom and gather yourself.

- Bring an extra copy of your resume.

- Bring a list of 3 employment references and 3 personal references.

- **Turn your cell phone off.**

- When meeting the interviewer make eye contact, and introduce yourself (Hi, I’m --------).

- Never speak badly about others – keep it positive!

- Thank the interviewer for his/her time.

- Send a thank you within 24 hours.