

WHAT TO BRING, WHAT NOT TO BRING

Less is best going into an interview. Carry only the essentials that will aid you in the interview. You want to be able to freely shake the interviewers hand without juggling a bunch of non-essential stuff. Here is a list of items **to bring** to a job interview:

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|---|---|
| <input type="checkbox"/> Extra copies of relevant documents, such as: <ul style="list-style-type: none">▫ Resume▫ Letters of recommendation▫ References▫ List of questions for the interviewer (see below)▫ Relevant licenses▫ Certifications▫ Transcripts▫ Portfolio▫ Photo Identification | <input type="checkbox"/> Writing pad |
| | <input type="checkbox"/> A couple of pens |
| | <input type="checkbox"/> Folder (simple, no obnoxious patterns or colors) to keep your relevant documents organized |
| | <input type="checkbox"/> A briefcase or small purse (only if absolutely needed) |
| | <input type="checkbox"/> Breath mints |
| | <input type="checkbox"/> If you simply must have a drink, stick with a small bottle of water |
| | <input type="checkbox"/> Directions/Interviewer contact info |

Extra “junk” can create a distraction and make you appear unorganized. If you can help it leave nonessential at home or in the car. Here are some things **NOT** to bring to a job interview:

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|---|---|
| <input type="checkbox"/> Bulky backpack, large purse, laptop bag, etc. | <input type="checkbox"/> Friends, family and pets |
| <input type="checkbox"/> Headphones | <input type="checkbox"/> Food or candy |
| <input type="checkbox"/> Phone charger | <input type="checkbox"/> Coffee, soda, tea, etc. |
| <input type="checkbox"/> Cigarettes | <input type="checkbox"/> Bad attitude |
| <input type="checkbox"/> If you take your phone make sure to turn it completely off during the interview, not just on vibrate | <input type="checkbox"/> Unnecessary clutter |
| | <input type="checkbox"/> Shopping bags |

QUESTIONS TO ASK THE INTERVIEWER

The interview is not only an opportunity for the interviewer to get an idea of how you would fit into the organization, but also a chance for you to determine if the position and organization is a good fit for you. Typically at the end of the interview, there is an opportunity for you to ask questions. When asked if you have any questions, never say “no”. Here are a list of common questions to ask:

- What would you say are the three most important skills needed to excel in this position?
- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- Is this a new position? If not, what did the previous employee go on to do?
- What is the communication/management style of the supervisor over this position?
- What opportunities are there for growth and advancement?
- What are the next steps of the interview process?
- Ideally, when would the successful candidate be notified?
- What is the ideal start date?