

DAY OF THE INTERVIEW

You have an interview today! You have done your homework and you are feeling prepared to talk about your skills, experience, and potential. The day of an interview can come with feelings of excitement and anxiety. Follow these tips from the Career Development Center to reduce day-of jitters and bolster your confidence.

When to Arrive

You should arrive at least 10-15 minutes early for an on-site interview, 5 minutes for a virtual/phone interview. Plan how you will get to the company ahead of time and test the route, if possible. Leave plenty of extra time to account for traffic and other unforeseen circumstances. If you arrive late, you set a poor first impression and could miss the opportunity to interview altogether if the interviewer has a schedule to maintain.

What to Bring

1. Extra copies of your resume
2. A list of 3-4 references
3. A portfolio or supporting materials (if applicable)
4. 3-4 questions to ask the interviewer
5. Directions to the interview
6. Company contact name and phone number

WHAT TO WEAR

- **Suits/Dresses:** solid or coordinating style, skirts knee length or longer
- **Shirt:** solid color
- **Blouses:** nothing sheer or low cut
- **Tie:** conservative, not too bright/busy pattern
- **Shoes:** polished dress shoes, low heel, no boots
- **Socks:** dark/matching socks (no white)
- **Jewelry:** keep it simple, conservative
- **Hair:** neat and off your face
- **Makeup:** subtle
- **Hygiene:** nails trimmed/clean, wear deodorant, fresh breath.

Make a Good Impression

1. Introduce yourself with a firm, confident handshake
2. Speak in a clear tone of voice and not too fast
3. Be alert, listen carefully, and maintain good posture
4. Express a sincere interest in the position
5. Demonstrate knowledge of the company (industry, products, services, etc.)

Phases of the Interview

Breaking the Ice: consists of small talk or a broad, open-ended question, such as “tell me about yourself.”

Sharing of General Information: the interviewer tells you about the company and open position(s). Share how your skills relate, being concise and using specific examples.

Sharpening of Focus: the interviewer asks questions about your qualifications, work-related values, goals, etc.

Closure: you will be asked if you have any questions. Use this time to ask poignant questions to learn more about the company, position, team, etc. You should also take the opportunity to find out about the process for next steps, including how soon a decision will be made, how you will be informed of decision, and what to do if you don't hear from company within that time.

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