

# HOW TO GET READY FOR THE DAY OF YOUR INTERVIEW

We have created this checklist on how to get ready for your next interview. We recommend that you also check out the Career Development Training (CDT) webinar about [Interviews](#), read the complementary interview-related documents and attend the [Interview Prep Workshops](#) to make sure you're fully-prepared!

## 01 BEFORE THE INTERVIEW



1. **Don't be late!** There is no excuse for being late. Plan your journey beforehand and get to the interview venue with plenty of time.
2. **Research the company:** Mission, Vision, Areas of Work, Geographic operation etc.
3. **Research the interviewers** and learn their names.
4. **Prepare for the interview:** mock interviews, elevator pitch, attend the HR Interview Prep Workshop and inform your T&C advisor should he/she be able to provide additional prep materials.
5. **Prepare a set of questions** about the company and the role. It shows interest!!
6. **Be ready to answer questions** about your motivation towards the company and the role.
7. Figure out **what to wear**. Look appropriate and professional:



### How to dress for a job interview

- Understand the company's dress code based on the sector they are in, the company culture, and the type of stakeholders they engage.
- Ensure clothing is pressed and wrinkle-free.
- The day before, lay out or hang up your outfit to save time.



### What not to wear to an interview

- Any item of clothing with a stain, snag or hole.
- Any item of clothing that doesn't fit properly.
- Any item of clothing that makes you feel uncomfortable or needs to be readjusted as you move.
- Any item of clothing or accessories that may be distracting or draws too much attention.

## 02 DURING THE INTERVIEW



1. **Observe the people and office space** to get a sense of the company's culture.
2. **Be aware of your body language**, posture, gestures (avoid fidgeting) and don't forget to smile! Everybody likes it!
3. Maintain **eye contact** with your interviewer. If there are multiple interviewers, remember to engage with all of them.
4. Make sure you **answer the question** your interviewer is asking.
5. **Relate your skills**, accomplishments, and objectives to the needs of the company.
6. **Focus on the positive aspects** of your training and experience.
7. **Use clear and direct language** - Make your point and don't ramble. An answer should not take longer than 2 minutes.
8. Provide **specific examples**. Follow the STAR method (situation, task, action and result).

## 03 AFTER THE INTERVIEW



Send your interviewer a **thank you email or LinkedIn message**. For example:

"Dear XXX, it's been a pleasure meeting you today. Thank you for your time. It was great to learn more about (the role). Looking forward to hear about next steps, please don't hesitate to contact me if I can provide additional information. Best, XXX."

If you have any questions or would like sector-specific tips, please email your career advisor or [ieu.careers@ie.edu](mailto:ieu.careers@ie.edu).