

Pre-Interview Preparation

A series of rituals and checklists designed to help individuals prepare for a job interview, ensuring they are fully prepared and punctual.

Step 1: **Research**

Conduct thorough research on the company, role, and industry. Understand the company's values, mission, and recent developments. Get to know the job description and required skills.

Step 2: **Practice**

Prepare answers for common interview questions and practice them. Role-play with a friend or family member if possible. Record yourself to critique and improve your responses.

Step 3: **Documentation**

Print extra copies of your resume, cover letter, and a list of references. Prepare a portfolio if relevant and ensure you have all required documents at hand.

Step 4: **Dress Code**

Choose your interview attire the day before. Dress appropriately based on the company culture and position you're applying for. Iron and set aside your clothes to avoid last-minute rushes.

Step 5: **Logistics**

Map out your route to the interview location. If virtual, test your technology (internet connection, webcam, microphone). Plan to arrive early, allowing buffer time for unforeseen delays.

Step 6: **Mental Prep**

Prepare mentally by visualizing success, engaging in relaxation techniques (deep breathing, meditation), and getting a good night's sleep before the interview day.

General Notes

Backup Plan

Have a backup plan for transportation in case of unexpected issues. For virtual interviews, ensure there's a fallback method to connect, like a phone interview option.

Emergency Kit

Pack an 'emergency kit' which may include breath mints, a notepad and pen, a bottle of water, and any required personal items to ensure comfort and readiness.