2. Confidence

- You are going to the interview because you have some type of interest in the position, so go into it confidently!
- You have prepared and there is no reason to be nervous, relax, breathe and smile as you enter the room.
- •The interview is a learning experience too, so do not be hard on yourself.

Prepare

- Research Position
- Ensure all paperwork related to job is together prior to interview
- Creat e a chart with the positions that you are applying for with categories (i.e. salary, benefits, type of setting, growth opportunities, etc.).

3. Presentation

- Bring a folder with copies of your resume, cover letter and any other documents that you may need for the job.
- Bring a notepad and pen
- Professional Attire

4.Thank you/Follow Up

 Follow up a few days after the interview thanking he/she for the opportunity. This can be done via email, card in the mail, whatever way you feel comfortable.

3. Listen, Answer Questions, and Ask Questions

- Listen to the information presented.
- Answer Questions to the best of your ability.
- Ask questions that you may have come up with prior to interview and/or during interview.