Take an extra copy of your resumé and a list of references to the interview.

Follow-up with a thank you note restating your interest in the position.

Contact the employer by phone if someone does not contact you within 1 week after the time from which it was indicated that you would be notified about the position.

What Not to Do

- Be overbearing, overaggressive, or conceited.
- Show a lack of interest or enthusiasm.
- Emphasize money as your main interest in the job.
- Make excuses for unfavorable factors in your work history.
- Condemn past employers or institutions of education. (Keep comments positive.)
- Display a dislike for schoolwork.
- Be indecisive.
- Display intolerance or prejudice.
- Be late for the interview.
- State geographic restrictions.
- Contradict yourself.
- Take notes during the interview. Jot them down immediately after.
- Glorify your past experiences to appear ready to assume a job that you are not qualified for.
- Smoke or chew gum, even if your interviewer is doing so.
- Answer your phone or even let it ring. Be sure to put devices on silence mode (Interviewing do’s and don’ts, n.d.).

Sometimes the interview process may not be as formal as expected. For example, Vivian was being interviewed for a Director of Occupational Therapy position at a prestigious long-term care facility. The outgoing director was interviewing her and asked if she would like some herbal tea. She then offered to add some of the “energizing, healthful elixir” she got at the health food store. Vivian enthusiastically agreed to both the tea and the elixir, and they proceeded to talk about