INTERVIEW

Etiquette & Body Language Tips



🕐 1 Day Before the Interview

✔️ Research the company

✔️ Review the job description and match your skills

✔️ Prepare answers to common interview questions

✔️ Print multiple copies of your CV/resume

✔️ Prepare your outfit (clean, professional, appropriate)

✔️ Confirm the interview time, location, and interviewer's name

✔️ Check transportation (route, parking, or login link if online)

✔️ Charge your phone/laptop or test your webcam/mic

✔️ Prepare your questions to ask the employer

✔️ Get a good night's sleep

👔 What to Wear

✔️ Clean, ironed, professional clothing

✔️ Closed-toe shoes

✔️ Light makeup or grooming

✔️ Avoid overpowering perfumes or colognes

✔️ Neatly styled hair

✔️ Bring minimal accessories

💡 **Tip: When in doubt, dress slightly more formal than the company's dress code.**

👜 **What to Bring**

✔️ Copies of your CV/resume

✔️ A notepad and pen

✔️ List of references

✔️ ID or passport (if requested)

✔️ Certificates or portfolio (if applicable)

✔️ A bottle of water

✔️ Breath mints or tissues

📁 **Keep everything in a clean folder or professional bag.**

⏱️ **1 Hour Before the Interview**

✔️ Review your key talking points

✔️ Check appearance one last time

✔️ Take deep breaths to relax

✔️ Leave with plenty of time to avoid delays

✔️ Turn off your phone or put it on silent

🧠 **Mindset Before You Enter**

✔️ Smile and make eye contact

✔️ Be polite to everyone — receptionists, security, and staff

✔️ Speak clearly and confidently

✔️ Listen carefully and don’t interrupt

✔️ Show enthusiasm for the role

✔️ Be honest and authentic

💬 Questions to Ask the Interviewer

- What does a typical day in this role look like?
- How is performance measured here?
- What are the next steps after this interview?
- How would you describe the team culture?

💬 **Asking questions shows you're serious and engaged.**

🎯 After the Interview

✔️ Thank the interviewer for their time

✔️ Write down what went well and what you can improve

✔️ Send a polite thank-you email within 24 hours

✔️ Follow up if you don't hear back after a week or so

🧘 Stay Positive, Always

Even if it doesn't go perfectly, every interview is a chance to learn and grow. Keep showing up, keep improving, and your opportunity will come.

🎁 Bonus Tips – Interview Day Success Secrets

✅ 1. Use the STAR Method

Structure your answers using S.T.A.R.:

- S – Situation
- T – Task
- A – Action
- R – Result

👉 **Helps you give clear, strong examples of your experience.**