

1 ONE MONTH BEFORE

1.1 Volume of Work

- Carry out 2 tasks or take 2 steps (minimum) per day.
- Get out of your house in the morning and walk (ideally a minimum of 40 to 60 minutes).

1.2 Relaxation

- Block out slots in your schedule for relaxation (avoid accepting major or stressful commitments).

1.3 Contacts in organizations

- Search for contacts in the organizations that interest you and talk to them...or better yet, have them talk to you.

1.4 Application File/Pitch

- Choose the skills you possess and the achievements you have carried out that relate to the job you look for and create your pitch. Highlight your past achievements in writing.
- Make an inventory of the files and documents that you need.
- Prepare customized application files (find out the specifications of the positions that interest you).
- Put together the necessary documents. Create your portfolio.
- Write a thank you email (with content) to every person that helps you.

1.5 Training

- Read books on (job) information gathering, relaxation techniques, interviewing techniques...

1.6 Information

- Find out about the people who are going to interview you (use Google, 123 People, social networks...).
- Gather information on the field that interests you: its status, its 3 leaders, competitors, types of clients, products/services offered...
- Gather information on the assignments and responsibilities of the job offers you find in ads.
- Identify the people who have the power to decide/hire.
- Make phone calls (or ask a friend to do it for you) for the job advertisements that attract you by asking questions to the PA (Personnel Assistant) of your future manager/boss.
- Meet people from your network who can give you information and provide you with the names of people who have the power to hire.
- Research the company that you are interested in (its organizational structure, history, financial health, business figures...).

1.7 Logistics

- Navigate 2 or 3 ways to get to the site of the organization you need to meet with.

2 ONE WEEK BEFORE

2.1 Application File/Pitch

- Consult your friends on the field and role that interest you.
- Modify the quality, consistency, and exhaustiveness of your application file.
- Re-read the information that you have collected and find out how you can use it.

2.2 Job interview (Training)

- Create a list of your strong points and/or of your biggest accomplishments.
- Identify possible traps and responses that you plan to give.
- Make an inventory of the most likely questions (5 to 10) that you will be asked and develop appropriate responses.
- Practice in front of your mirror.
- Prepare 5-10 questions to ask your interviewer.

2.3 Company information

- Ask the company to provide you with its catalogues or brochures.
- Do a final check of the information you have.
- Visit 3 locations where they sell their products/services and study their products and competitors.
- Update the information that you have on your target company and ask questions to the suppliers, clients, and...collaborators.
- Visit the surroundings of the site.

2.4 Logistics

- Ask the assistant of your main interviewer, how long the interview(s) will probably take.
- Confirm your interview by telephone or by email.
- Identify each interviewer that you are going to meet (first name, last name, title, profile...).
- Look up for information on the company. Use the Internet.
- Make sure to ask the switchboard or the reception, how to get to their place and the best route to take.

3 THE DAY BEFORE

3.1 Relaxation/Stress

- Observe the employees as they leave their workplace (at noon or at end of the day).
- Visit the places where the company is located (district, exterior).

3.2 Application File/Pitches

- Check your application file one last time.
- Review all your notes.

3.3 Job Interview (Training)

- Perform one last run through.
- Write the pitch that you are going to deliver (for 20-40 seconds) at the very beginning of the interview.

3.4 Information

- Find out if there is a very recent scoop on the company (i.e.: its sector, and/or its competitors...) (Press releases). For that, use a search engine on the Internet.

3.5 Logistics

- Note on a small card that you will put at your fingertips, the name of your interviewer, how to get there, their address, and their phone number(s).
- Stay organized for your trip up to the site of the interview.

3.6 Meal

- Eat healthy and light.

4 THE EVENING BEFORE

4.1 Relaxation/Stress

- Call a couple of very good friends and/or parents and ask them to tell you how wonderful you are!
- Do a short walk.
- Don't let yourself get away, don't go partying.
- Go to bed early.
- Plan a relaxed, calm, and convivial evening.
- Put into place an anti-stress device.
- Read one of your favorite authors.
- Use two alarm clocks...just in case one of them breaks down.
- Watch a good television program.

4.2 Application File/Pitch

- Memorize 3-5 paragraphs/achievements that you are going to use the next day.

- Prepare your things (planner, notepads, pen, visitor's card, letter of invitation, various documents/portfolio...).
- Re-read your documents.
- Simulate a mini-interview to rehearse one last time.

4.3 Logistics

- Check one last time: the departure time from your home, the location of the interview site, and the expected duration of the interview...
- Fill up the gas tank of your vehicle or check to make sure you have a way of getting there and change for the bus/underground or money/credit card for the taxi.
- Look at the site map again.

4.4 Job interview (Training)

- Review your introductory pitch (first 20-40 seconds) one last time.

4.5 Meal

- Avoid spicy foods.
- Eat as you would normally and make sure it is light (no meat with a sauce or raw food!).
- Limit your alcohol intake.

4.6 Attire/Clothing

- Be sure to choose appropriate attire (Brummell: *"Great elegance goes unnoticed"*).
- Choose your clothing for the next day.
- Shine your shoes.

5 THE MORNING OF THE DAY (FIRST HOUR)

5.1 Wake up time

- Wake up one half hour to one hour earlier, to be in good shape.

5.2 Meal

- Have a balanced breakfast.

5.3 Relaxation

- Take a good shower.
- Take a short walk and do a little physical exercise.

5.4 Preparation

- Simulate mentally your brain.
- Think positively about your recruiter.
- Visualize your success.

6 THE MORNING OR THE MIDDLE OF THE DAY IF THE INTERVIEW TAKES PLACE DURING THE AFTERNOON OR EVENING

6.1 Activity

- Do something that has nothing to do with your interview (e.g.: visiting a museum, walking...).

6.2 Relaxation/Stress

- Do one or two relaxation exercises.
- Meditate.
- Spend a large amount of time with good friends or remain alone (it's your choice).

6.3 Meal

- Choose a light meal.
- Take your time.

7 THIRTY MINUTES BEFORE THE INTERVIEW

7.1 Drinks

- Choose to only drink iced tea or plain water (not coffee, which can give you bad breath or a carbonated beverage or alcohol...).
- Stay hydrated.

7.2 Relaxation/Stress

- Get ready early and slowly to be on time without having to hurry.
- Re-read your argument.
- Review your questions.
- Take deep breaths and reassure yourself that everything will be okay.

7.3 On site

- Arrive on site 20 minutes before your interview time.
- Introduce yourself at the reception and indicate the details of your interview (the name of your interviewer, the interview time, and your name). Let them know that you are early and ask them to not announce your arrival yet.
- Speak with the receptionist to gather some complementary and unexpected information.

7.4 Attire/Clothing

- Check your attire in the mirror.

8 FIVE MINUTES BEFORE THE INTERVIEW STARTS

8.1 Relaxation/Stress

- Be natural, breathe slowly and deeply.

- Prepare for the (4X20): 20 last steps, first 20 seconds, first 20 words, and 20 centimeters to your interviewer's face.
- Turn off your cell phone.

8.2 Message at the reception

- Avoid showing or sharing that you are nervous with the receptionist or with the assistant of the person that you are going to meet.
- Don't smoke or chew gum...
- Take your time to introduce yourself to the reception, the secretary...

8.3 Mental rehearsal

- Review the entire beginning of the interview.

8.4 Bathroom

- Rinse with cold running water from a tap for 3-4 minutes on the inside of your right wrist. This will prevent your right hand palm from sweating by blocking your perspiration during about 20 minutes (if this is the case).
- Wash your hands.

9 THREE SECONDS BEFORE THE BEGINNING AND...TEN SECONDS AFTER

9.1 Attention

- Pay close attention and concentrate.

9.2 Breathing

- Breathe deeply and slowly.
- Inhale and exhale through your belly and count "1abc 2abc 3abc..."

9.3 Self-confidence

- Congratulate yourself for getting this interview and tell yourself "*I am great!!!*"
- Tell yourself: "*I am confident,*" "*It is going to work,*" "*They want to see me, and they need me.*"...

9.4 Handshake

- Give a firm and effective handshake.
- Greet the persons that are next to you.

9.5 Look

- Speak with your eyes, look at your interviewer's eyes and say to yourself: *"I am happy to be here and it is going to work!!!"*

9.6 First words

- Make it short and sweet: *"Hi, Mr.... or Mrs.... Thank you for having me, How long will we be meeting?"*

9.7 Seat

- Wait until you are invited to have a seat.

9.8 Smile

- Smile with sincerity and think: *"I feel good and my interviewer is very nice"*.