



What to do 15 Minutes Before an In-Person Interview

1. Arrive early, but don't go inside

Rita Friedman, a Philadelphia-based career coach, says you shouldn't walk into the office building more than 10 minutes early. "It can come across as an imposition, as if you are expecting the interviewer to drop whatever he or she is doing to attend to you." Use this time to focus on the interview. You may even want to use this time for calming exercises or listen to your favorite song in the car.

2. Briefly review your notes

Before the interview, you should write on a few note cards some key information like your interviewers' names, titles, and relationships to the position, Attridge suggests. Also include answers to questions you hope you won't be asked so you can worry less about them as well as your pitch for when someone says, "Tell me about yourself."

Take some of the 15 minutes before the interview to review these notes. "You don't want to walk in asking for 'Jim' when you really mean 'John,'" Friedman says.

3. But don't do any additional research

Focus on what you have already prepared and mentally review those notes. Nothing is worse than stumbling upon something online that you haven't seen before and feeling unprepared!

4. Don't check your voicemail or email

You may hear or read something that will get you all worked up. It will distract you and throw you off your game, which is one of the worst things that can happen.

5. Be friendly to all receptionists and security guards

When you finally enter the office's waiting room, remember to be nice to the receptionist, security guards, or whoever greets you. "It's very likely that he or she will report back to the hiring manager about how you behaved," Friedman says. Plus, you should always be polite to these people!

Source & Additional Tips: <https://www.businessinsider.com/what-you-should-do-right-before-a-job-interview-2016-4#17-think-happy-thoughts-17>