

your ultimate guide to a successful interview

*Congratulations, you've landed an interview!
Here are the most important things you need to do to impress the hiring
manager and walk away with a job offer.*

Before the interview

Set yourself up for success by following these important steps days before your interview even begins.



Confirm the interview location. If it is in an office building, be sure you have the suite information.



Practice your commute so you know how long it will take to get there. You don't want to be late!



Print extra copies of your resume and other documents that may be requested.



Familiarize yourself with your [resume](#) so you can describe your experience and accomplishments in detail.



Research the company, position and interviewer (if you know the name) by using industry publications, public reviews and social media.



Practice answering [common interview questions](#).

Day of the interview

First impressions matter! Be sure to follow these steps so you start your interview off on the right foot.



Dress professionally. This means a suit for men and a skirt or nice pants with a blouse or sweater for women.



Arrive 10-15 minutes early so you have time to mentally prepare and use the restroom.



Turn off or mute your cell phone and other electronic devices.



Take a few deep breaths and relax. Review any notes you may have about points you'd like to bring up or questions you may have for your interviewer.



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During the interview

Every interview is different. Follow these tips so you're prepared for the most common scenarios.

[Click here](#) for in-person interview tips.

[Click here](#) for phone interview tips.

[Click here](#) for video interview tips.

[Click here](#) for group interview tips.

[Click here](#) for peer interview tips.

After the interview

The interview isn't over after you say goodbye. There's one more big thing you must do once you get home to help you land the job.



Write a professional [thank you note](#) and send it directly to your Randstad Life Sciences recruiter. We will then forward your note to the person or people with whom you interviewed.

Avoid these big interview mistakes!

The things you shouldn't do during an interview are as important as the things you should do. Be sure you stay away from these big interview blunders.

- Lack of confidence, interest, tact or courtesy.
- Arrogance or overconfidence.
- Poor communication.
- Failure to listen or answer questions clearly.
- Bad-mouthing current or former bosses and companies.
- Over-emphasis on the compensation package, unless it is brought up by the interviewer.

For more interview tips and insights from our career experts, visit the [interviews section](#) of Randstad's [Career Resources website](#).