

Phone / Video Tactics

- Be in your home. Make it quiet (close windows..)
- Consistent reception / internet
- Dress-up and make sure that the background is appropriate
- Use external hands free headphone / mic setup.
- Have a backup system (phone & laptop)
- Shutdown as much stuff on computer as you can
- Have paper and pen (do **not** type notes during interview)
- A printed copy of all materials (resume, notes, cheat sheet)

In-person Tactics

- Verify place and time.
- How am I going to get there? What time do I need to leave?
- Get there 30 minutes early. Wait outside then wait inside for 5 minutes.
- **Highest level of personal grooming** - Imagine you are going on a hot date (shower and deodorant at minimum)
- Go to sleep earlier than average the night before. **No alcohol/drugs.**

In-person Tactics

- Bring:
 - A 3-9 paper copies of your resume.
 - A nice notebook and pen/pencil.
- When you arrive:
 - Put phone in airplane mood or turn completely off
 - Use the restroom
 - Ask for water