

What should I take to my job interview?

Thorough preparation for a job interview is the key to increasing your chances of being successful. Sometimes this can mean taking with you examples of your work or evidence of your past successes.

Essential items for a job interview

A few things you should have on you to the interview.

- **Your invite** which should include directions and the names of the interviewers
- **The job description.** Bring a copy with you as it will provide a good reference point to glance at should you lose your train of thought.
- **Your CV.** The copy you sent may have mislaid so if you take a few along you can give one to each interviewer rather than asking them to share. It will also help if you are asked to complete an additional application form on the premises where your interview is taking place.
- **A bottle of water** – you will probably be offered a drink, but it's a good idea to have a drink on you just in case you start to dry up.
- **A notepad.** Before you go you should note down a list of questions for your interviewer, and you will also have a place to job down any thoughts as your discussion progresses.

Showing off

If you work in a creative industry, such as advertising, architecture or design, it should be second nature to take examples of your work to show what you can do and what you have done.

The way you present your portfolio is just as important as the way you present yourself. Make sure it's in a smart folder and only pick out a few pieces that show you in your best light.

Using online hosting may be a useful way of demonstrating a wider selection of your work.

You may be asked to bring items with you, for example, passport, working visa and or driving license. If you want to prove your worth but don't have any specific examples of your work to show off, you may also want to take along:

- letters of commendation
- client testimonials
- company awards
- target achievement results
- internal or external press clippings
- customer satisfaction surveys
- copies of reference letters or names of people prepared to act as referees.

Don't take too much

The first interview is often not the place to take along a sack full of items showing why you're the perfect candidate and this may distract them from you, the real selling point,

Bring the bare minimum with you so you can converse without having to rustle through a bag. It will actually work to your advantage if you leave things at home as it will give you an excuse to get in touch after the interview to send examples of your work, and to thank them for the interview.