**COMPANY RESEARCH ACTIVITY WORKSHEET**

The following tips will help you prepare for the interview and overcome any anxiety before the big day.

1. **Treat yourself well**

Avoid caffeine and get plenty of sleep the night before the interview.

1. **Visualize your success**

Take a few minutes to visualize yourself being successful in your interview.

1. **Reduce stressors**

Reduce any stress that is external to the actual interview, such as wearing uncomfortable clothing, getting lost, or showing up late. Plan that day in advance. Choose an outfit that is comfortable and that looks good on you. If you aren't familiar with the location of the interview, give yourself plenty of time to find it or do a trial run a day or two before.

1. **Do your research**

Being well-prepared is a great way to alleviate anxiety. Research your potential employer. Prepare answers to common questions.

1. **Release anxious energy**

Anxiety has a way of leaking out even when you think that you have it well-hidden. If you find yourself fidgeting, try doing something to release anxious energy that no one will notice, such as wiggling your toes.

1. **Take your time**

Realize that you don't have to answer questions immediately. Pause before answering and collect your thoughts. If you worry about drawing a blank during interviews, a great technique is to take notes as everyone talks. This takes the focus off of you and allows you to refer to your notes after a question has been asked.

1. **Be prepared**

Being well-prepared and proactive will take the edge off of interview anxiety. Be sure to bring everything that you think you might need, such as your resume, cover letter, business cards, references, licenses, certifications, and a pen and notepad.

1. **Congratulate yourself**

Regardless of how you felt that the interview went, congratulate yourself afterward for taking the chance. Do something that you enjoy as a reward, and don't dwell on the things that might have gone poorly.