



HOW TO CALM YOUR NERVES BEFORE AN INTERVIEW

The Last 15 Minutes Before a Job Interview: What to Do

The moments leading up to a job interview can be nerve-wracking, but **using this time wisely can set you up for success**. Here's how to **stay calm, confident, and focused** in the last 15 minutes before your interview.

1. Stay Calm & Manage Stress

- High stress levels can cloud your thinking.
- Take **deep breaths** to lower stress hormones and maintain clarity.
- Remember, **staying calm** allows you to listen attentively and respond effectively.

Try this: Inhale for four seconds, hold for four, exhale for four—repeat.

2. Arrive (or Be Ready) Early

- If in-person, **arrive 10-15 minutes early**—but not too early!
 - If virtual, **log in 5-10 minutes early** to check your tech setup.
 - Being late can throw off your confidence, so plan your route or test your Wi-Fi in advance.
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3. Be Friendly & Professional

- Greet **receptionists, security, or assistants** with warmth—they may report back to the hiring manager.
- First impressions **start before you enter the interview room**.

Remember: The interview **begins the moment you walk into the building or join the call**.

4. Decide What You Want to Be Remembered For

- Identify **one or two key strengths** you want to emphasise (e.g., leadership, creativity, problem-solving).
- Keep this focus in mind as you answer questions.

Example: “I want them to remember my ability to lead cross-functional teams successfully.”

5. Stop Rehearsing – Trust Yourself

- Over-rehearsing can make you sound scripted.
- You’ve already prepared—now **focus on having a natural conversation**.

Tip: Instead of memorising answers, focus on key **stories and experiences** you can share.

6. Take Deep Breaths & Relax

- **Controlled breathing** reduces anxiety and keeps your voice steady.
- Count your breaths up to 10, then repeat.

Bonus: A few **shoulder rolls** or stretching can help release tension.

7. Power Pose & Good Posture

- Sitting or standing with **confidence** boosts self-assurance.
- Avoid slouching—**good posture projects confidence and competence**.

Try this: Stand with your shoulders back, chest open, and hands on your hips for two minutes.

8. Briefly Review Your Notes

- **Glance over** key talking points, questions, or company facts.
- Avoid **last-minute research**—you don’t want to misinterpret new data.

Good to review: Company mission, key achievements, and **your own top strengths**.

9. Check Yourself in the Mirror

- Head to the restroom for a **quick appearance check**.
- **Dry your hands**—no one likes a sweaty handshake!

Tip: Ensure your **hair, tie, or outfit** is in place, and **smile at yourself for confidence**.

10. Think Happy Thoughts & Stay Positive

- Recall a **happy memory or a past success** to boost confidence.
- Enter with a **genuine smile**—positivity is contagious.

Mindset shift: Instead of thinking, *I hope they like me*, think, *I hope this is a great fit for both of us!*

Final Thought

Use these 15 minutes to **centre yourself, boost your confidence, and set a positive tone** for the interview. You've done the preparation—now, trust yourself and go in **ready to shine!**