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## Should i bring a resume to an interview

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Bug spray, barrettes, and yo-yos magically spring from their sack of goodies. At a job interview, you want to be that friend. Knowing what to bring to a job interview is an art you should master. Luckily, it isn't as mysterious as you may think. Your urban-boyscout friend with the infinite sack of items does, after all, have only a small bag. It is not linked to a larger space by alien technology. He is a planner, not an extraterrestrial spy. Some of the items below are obvious, but perhaps to you, others are not. The main thing you need to do is acknowledge that straying too far from this list can be detrimental to the success of your interview. So make sure when you leave your house you have the following items with you: A bottle of water is an amazing interview friend. Practically speaking, there is nothing worse than dry mouth when you need to do some major speaking. What causes dry mouth? Stress and nerves. An important interview is not an uncommon time for someone who has never experienced dry mouth to suddenly find themselves smacking their lips and surveying the room for a water fountain. As an added bonus, taking a sip of water is an excellent way buy yourself some time to formulate your thoughts. Tough question? Think. Water. Think. Answer. You can get significantly more thinking in without it looking odd by breaking it up with a sip of water. Hopefully you are in top condition, ready to perform at peak performance during your job interview. Unfortunately, this isn't always the case. The sniffles can be excused with tissue in hand. Though sneezing into your hands or sleeve is socially acceptable, a tissue makes the whole affair look that much more dignified. It is also the only appropriate way to conquer a runny nose. If you want to be really old-school, consider a handkerchief. You may have already sent your resume, but you are now an urban boy (or girl) scout and interview master. Picture it: you're all ready to begin when one of your panel interviewers realizes they have printed the wrong resume! They are just deciding to share one copy, when you whip out a pristine, hot-off-the-press resume, flash a smile, and immediately show everyone in the room that you are reliable and prepared. Even if you have a single interviewer and he has your resume right in front of him, a casually placed transparent folder with copies of your resume within will send the same message. The notebook-pen combo is both a signalling item and an instrumental tool. This is where you can keep any questions you've developed, important facts and figures, or information you are given while at your interview. Jotting down notes can help you keep track of a complex question. It can help you to recall the most important features of a position. It also shows your potential employers that you are organized and prepared. MIKE'S TIP: If you have prepared answers to interview questions, you can bring them into the interview as a reference, but only if you have them on a single sheet of paper in your notebook and ONLY to be quickly glanced at when you need a little extra help remembering. DO NOT read directly from your paper and do not shuffle through a stack of papers trying to find what you are looking for. Deciding what to wear to an interview is a very important step. Unless you are a coding god applying for start-up positions in silicon valley, wear a tie. Not a bow-tie, a tie. Of course, depending on the industry there is significant wiggle room here. A bow-tie and tweed coat might be acceptable at a design company or progressive place of employment. The safer option, however, is a proper business suit. Ladies have more options, but need to look equally professional. Yes, those blister-inducing shoes are part of the package. In many cases not adhering to this traditional standard will cost you considerably. Employers need to know that you are taking your job hunt seriously and that you understand how to behave in a traditional workplace. Once you've proven yourself, you can show off your Star Wars socks. The interview, however, it not the time to do so. Details matter. Take the time to scrub under your fingernails. Make sure they are short and tidy. If male, if female, make sure they are even and manicured. Polish is optional, but it certainly won't hurt. Independent of your gender, comb your hair. Ensure that it will not be in your eyes or unceremoniously plopped on the top of your head in a messy bun. Trendy is not necessarily professional. Interviews don't require cookie-cutter Stepford people, but they do require professionalism and good hygiene. This is perhaps the most important thing to bring. Things happen. Your tights will rip, you'll leave your notebook on the roof of your car, or spill ketchup on your tailored dress shirt. It's okay. Nearly everything can be forgiven with a genuine smile, a short apology, and a positive attitude. Even the biggest hiccup of all - being late - can be worked through with the right attitude. PRO TIP: don't be late. WaterTissuesYour ResumeA Notebook and PenAppropriate AttireTidy Hair and NailsA Genuine Smile and AttitudeQuestions To Ask The Interviewer Perhaps even more important than knowing what to bring to a job interview, is of course, what NOT to bring to a job interview. Now you may laugh at some of these items, but trust me, they have all been brought to job interviews by real people and in 99.9% of those cases, they left the interview without a job offer for this exact reason. So, be sure not to bring these items to your next job interview: If you must bring your phone on your interview, keep it on silent and don't take it out of your bag until you have left. If your interviewer is older they remember a time before smart phones became ubiquitous. There is a good chance they think younger generations have taken technology dependence to an unhealthy level. Playing Angry Birds instead of politely chatting with the company receptionist will undoubtedly be a mark against you. Glancing at a text during your company tour will not go unnoticed. Save selfies with the company fish for another day. The only appropriate time to pull out a phone during your interview is if your interviewer is showing off pictures of their dog and you want to brag about your gigantic greyhound Lucy. This should be self-evident, but apparently eight percent of young workers surveyed admit to bringing a parent to their job interviews, while three percent said a parent actually sat in on the interview! Don't do this. Even if your mom has known the interviewer since college or is an employee at the same company, don't do this. There are no extenuating circumstances that make this okay. If you need a ride, mom is allowed to drive you to your interview. She must, however, wait in the car. It is never appropriate to bring your mother to a job interview. The same applies to your father, aunt, older sister, and greyhound Lucy. Preparing several questions to ask the interviewer is imperative. It shows that you've done your research, provides evidence of your interest in the position, and illustrates that you have spent time thinking about how your skills and personality will fit with the company. For more information about interview questions check out The Interview Guys' previous blog article Top 14 Questions To Ask In An Interview. Hopefully you now have a good sense of how to become an interview-destroying urban scout! There is no magic bag. There is no secret technology. Like so many things, it is all about knowledge, planning and commitment to excellence. Now go get that job, you notebook-toting, tissue-offering, water-drinking interview ninja! Co-founder and CTO of TheInterviewGuys.com. Jeff is a featured contributor delivering advice on job search, job interviews and career advancement, having published more than 50 pieces of unique content on the site, with his work being featured in top publications such as INC, ZDnet, MSN and more. Learn more about The Interview Guys on our About Us page. Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Bringing the right documents is an important part of the interview process — trust us. This is the story: You've spent a few weeks researching potential job interview questions and meticulously rehearsing the answers. You walk into the interview room and sit across the hiring manager, only to hear them say, "Sorry, I don't have a copy of your resume. Do you have an extra copy with you?" You then empty out your bag in a panic, only to realize that you didn't bring any extra copies! Imagine how humiliating that would be. You'd be surprised how often candidates walk into an interview to find out that the interviewer doesn't have a copy of their documents. Thus, being prepared with key documents can certainly increase your chances of having a successful interview. Read on to learn what documents are required for the job interview, plus other important things to remember. Documents required for the job interview Copies of your resume Pro tip: Always bring more than one copy of your resume or CV to your job interview. A good rule of thumb would be to bring four to five copies, as you may be interviewed by multiple people. Plus, you never know, things could go so well in the interview that the hiring manager sends you for a second interview with another member of their team or even their boss! It wouldn't look very good if you can't provide extra copies of your resume under such circumstances. The hiring manager might also ask you to leave a few copies for the HR personnel at the end. It's a good idea to print out five extra copies of your resume and bring them in a resume presentation folder on the day of your interview. Copies of your reference list References from your previous managers and supervisors are a good testimony of your abilities, so bringing copies of this list would be beneficial during your interview. You can also include co-workers that you directly worked with in your reference list. If you're a fresh graduate, include professors that you worked closely with as well. References should be people who can attest to your professional skills, work experience, and achievements. You can also consider any volunteer activities that you've been a part of. Community leaders who can speak to your work ethic are excellent options, as well. Similar to the point above, be sure to bring additional five copies of your reference list in case they're needed. If you aren't asked for your references during the interview, you can ask if they are needed at the very end. Pre-written interview questions for your hiring manager When putting copies of your resume and reference list into your resume presentation folder, be sure to also include a sheet of paper with at least two or three pre-written questions to ask your interviewers. Writing them down comes in handy in case your mind goes blank and you freeze when they ask you if you have any questions. Driver's License Bring your driver's license to the job interview — even if you're not driving yourself to the venue. Depending on where the interview is taking place, the building might have a strict security policy that requires you to show photo I.D. proof before you're allowed in. Fact sheet This document will not be required by the interviewer, but it'll come in handy for your own use. A fact sheet should list out the names, addresses, phone numbers, and work dates for each position that you've held in the past. If you have an updated profile on LinkedIn, you could simply print your profile and manually add the address and phone numbers of each company that you've worked at. Don't be too reliant on looking up all this information on your phone, as a small thing such as your phone battery dying or a lack of good connection at the venue could make you look unprepared. Most companies will ask for this information to help them in conducting background research before hiring you, so do prepare ahead of time. Work portfolio A portfolio is an effective tool in showcasing examples of your work, such as website articles, architectural designs, apparel designs, advertisements, and marketing materials. Be sure to bring a work portfolio to your interview to set yourself apart from other candidates and efficiently demonstrate the quality of your work in the past. Other materials a candidate should bring to the job interview Pen and paper Always bring a pen and paper when going for a job interview. Take notes on the questions that the hiring manager asks or good insights that they share. You can use these notes to write a thoughtful and personalized thank-you email when you follow up. A bag or briefcase Once you have prepared the documents required for your job interview, you should decide how you're going to neatly organize and carry them. The goal is to look put together and prepared. Choose a handbag, briefcase, messenger bag, or resume presentation folder that can hold everything and looks professional. Avoid going for bags with fancy or busy designs and distracting colors, as you don't want your appearance to make you look unprofessional. Backpacks may be appropriate for some work settings, but not for all job interviews. Use your best judgment on choosing a bag based on what you know about the company culture. Being prepared with the right documentation for your job interview will help ease your mind and focus on what's most important — showing potential employers why they should hire you in the first place. Need help highlighting your best self during the interview? Our TopInterview coaches and career experts can help you! Learn more about TopInterview today. Recommended Reading: Related Articles: If you're scheduled to have an in-person interview, then you are likely wondering if you should bring your resume with you. Years ago, it was common place to bring a paper copy of your resume with you to the interview. However, with the advent of email and resumes being sent in PDF and Word formats, how common is it to bring a paper copy of a resume? Well, it would surprise you. It's actually still pretty common. In fact, in many industries you will be expected to have not one but two copies of your resume with you. This is so that you and the interview can both have a copy of your resume in front of you during the interview. Nothing. It's not a huge deal. For many roles I would always suggest people to bring two copies of their resume with them, but oftentimes they would not. And it wasn't every a huge deal. The reason that it's helpful to bring a copy of your resume is that it means that the interviewer does not have to look at their laptop or computer while speaking with you. They can simply hold the printed out resume and refer to it during the interview. This eliminates the awkward instances where the interviewer has to sit far away and look at a computer screen. It's just easier to sit with a piece of paper in front of them. There have been issues when the interviewer does not have a copy of the resume for some reason, and the candidate who is interviewing did not bring their own copy. In those instances, it does look bad for the person to not have brought their own resume. In many cases, the person who is conducting the interview was not given a printed out resume by their staff so they just don't have a copy. And you would not believe how many people are not able to print out resumes on their own, let alone the number of people who can't find resumes that were emailed to them. So, to avoid all of these issues I always suggest people print out several copies of their resume and also get a nice resume folder to carry with them on interviews. This totally depends on the interviewer. Some people are going to prepare and have a hard copy of your resume out and available to look at during the interview. Some are not. You never want to rely on the interviewer to have something for you. That's not being proactive. The other concern is that if the interviewer expects you to have a copy of your resume and you don't have one, then that can be a problem. You should not expect all people who conduct interviews to have a copy of your resume on hand. Any number of issues might come up that prevent them from having a copy of your resume. They might not have a printer handyTheir assistant might not have printed it for themThey might have forgot to print it outLastly, they might expect you to bring a copy of your resume to the interview Ok, so now that we've basically determined that you should bring your resume to an interview, how should you bring it? What is the best way to bring a resume to the actual interview? In a resume binder or resume portfolio. You don't want to have a loose leaf piece of paper as your resume. You should own a classic business portfolio, or at least a good quality resume folder that you can safely store your resume in. Some people will bring their resume in a large manila envelope, which isn't the worst thing. As recruiters, it's more common to see this or a cheap folder that you can get online then a nice resume portfolio. But, that resume portfolio is much more attractive. Whatever you do, don't just keep a folded up copy of your resume in your back pocket or in your purse. It will make you look completely unprofessional and not someone who should be hired. Frankly, this alone is enough to turn someone off hiring a person in the first place. You should bring two, unless you are asked to bring more. If you have a hundred copies of your resume in a binder, it will look like you're just out their hitting the pavement, so to speak. There's not problem printing out a large number of resumes, but you don't want to look desperate. After all, interviewing for a job is a sort of psychological game. The reason you want to bring two copies of your resume is that it helps when the interviewer for some reason wants to go over your resume with you. For this reason, you're going to want to have two copies of your resume. Always bring at least two copies. You will want to be able to hand one to the person conducting the interview as well as review your own with them. And most importantly, you do not want to ever ask the interviewer for your resume back. Just leave your resume with them. Even if it is later tossed into the trash, it is a bad look to ask for your resume back. So, just go in expecting to leave your resume. Hey I'm Chris . 20+ years in the industry. I've worked every role from Executive recruiter to Agency founder and consultant. If you want to learn more or reach me,vist the about page or use my contact form.