

DE-STRESS THE PROCESS

Lisa Quast, a career coach and business consultant, advises job applicants to manage the factors that are under their control. Here's some of her practical advice:

- You can't control traffic, but you can control how much time you give yourself to get to the interview so that you don't show up late.
 - Prepare in advance by knowing exactly where you need to go so you don't arrive at the wrong building or worse. Verify the address online by checking the company website, and use a smartphone or GPS to find potential routes and estimated drive times.
 - To be safe, do a trial run to get familiar with the area and find where to park. And have a hard copy with the address and driving directions in case GPS or the smartphone fails.
 - Avoid scheduling more than one job interview or another appointment on the same day.
 - Turn off your cellphone for the interview. Putting the phone on vibrate isn't a good alternative.
 - Take a restroom break before the interview.
 - When leaving, ask the interviewer for a business card so you have the correct spelling of the person's name for a follow-up thank-you note or email.
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