



## **Preparing for an Interview**

### **Schedule the Interview**

Schedule your interview for a time that is convenient for you. Most interviewers will understand if you are unable to set up an interview during core business hours. After your interview is scheduled, write down the name, title, and phone number of the person with whom you will be interviewing. If an emergency comes up and you are unable to make the interview on time, be sure you let the interviewer know as soon as possible.

### **Review the Company Website**

- How many years has the company been in business?
- What is the company's product or service?
- How large is the company?
  - Do they have other locations?
  - How many workers do they employ?
- Has the company been in the news lately? If so, why?
- What types of positions does the company hire for?
- What is the company's mission statement? What are their core values?
- Know where the company is located, how to get there, and how long it will take you to travel.

### **Organize Your Documents in a File Folder**

Items to include:

- Extra copies of your printed resume
- Printed references page
  - Include three employer references.
  - Include three personal references.
  - List each reference's name, address, phone number, and/or email address.
- Sample of your work that relates to the position you want
- Driver's license, social security card, military records, or other identification to complete the Federal I-9 form
- List of questions to ask about the company or the position
- Pen and paper or note pad

### **Know Your Resume**

Many interviewers will use your resume to develop interview questions. Therefore, you need to know the information you provided on your resume and be able to respond to various questions about it. Also, be prepared to explain any gaps in employment.

## **Sell Yourself**

- Know what makes you qualified for the position.
- Discuss why you want to work for the company.
- Show what you have to offer the company.
- Discuss your education, training, and experience.
- Focus on your skills and accomplishments that relate to the position.
- Show why you are the right person for the position.

## **Dress for Success**

Always dress for one position higher than the one for which you're interviewing. For example, if you are an administrative assistant, wear a suit. If you are a warehouse worker, wear khakis and a tucked-in dress shirt.

Other dress tips:

- Wear clothes that are clean and pressed.
- Empty your pockets. Coins and other noisy items can be distracting.
- Avoid chewing gum, eating candy, or smoking.
- Wear one set of earrings. Remove all other piercings.
- Refrain from wearing heavy cologne or perfume.

For additional formation please contact your Next Level office:

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Clerical / Industrial  
(262) 408-5332

**Professional Services**  
Engineering / Professional  
(262) 293-4288

[www.nextlevelstaff.com](http://www.nextlevelstaff.com)