



## Preparing For an Interview

### **Scheduling the Interview**

Schedule the interview for a time that is convenient for you. Most interviewers will understand if you are unable to schedule an interview during core business hours. Once you schedule the interview have the name and title of the person you will be interviewing with, along with their phone number in case an emergency comes up and you are unable to make the interview on time.

### **Take time to learn about the company.**

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

### **Organize your documents in a file folder.**

Items to include:

- Extra copies of your printed resume.
- A printed references page
  - include three employer references
  - include three personal references
  - be sure to list the name, address, phone number and / or email address
- Sample of your work, if it would be beneficial.
- Identification (driver's license, social security card, military records, or other relevant identification to complete the Federal I-9 Form)
- A list of questions you would like to ask about the company or the position.
- Take a pen and paper or note pad.

### **Know your resume.**

Many interviewers will use a candidate's resume to develop the interview questions. You should know the information you have on your resume and be able to respond to various questions. Be prepared to explain any gaps in employment.

### **Be able to sell yourself!**

- Know why you are the right person for the job.
- Know your strengths and your skills.
- Know your education, various training and experience.
- Know what makes you qualified for the position.
- Know what you have to offer the company?

- Know why you want to work for the company.

**Dress for success!**

Always dress one up from the position.

For example: Administrative Assistants should wear a suit.

Warehouse Workers should wear khakis and a tucked in dress shirt.

**Other Dress Tips:**

- All clothes should be clean and pressed.
- Empty your pockets – do not have change or other items that might make noise.
- Do not chew gum, eat candy, or smoke during the interview.
- Only wear one set of earrings, all other piercings should be removed.
- Do not use heavy cologne or perfume.