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Steps to Nailing a **JOB INTERVIEW**

1 Before the Interview

Spend some time preparing for your interview. It sets you up for success and is just as important as the interview itself. Have a plan for these key areas:

Attire

As a general rule, dress for the job you are interviewing for. Clean, work-appropriate clothing is your best bet! PJs and revealing clothing are a big no.

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Know Who? What? When? Where?

Who you are meeting with.
What the company does.
When your interview begins (arrive 10 minutes early).
Where and how to get there.

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What to Bring

Be prepared to provide a copy of your resume, Right to Work documentation, plus a copy of your high school diploma or equivalent.

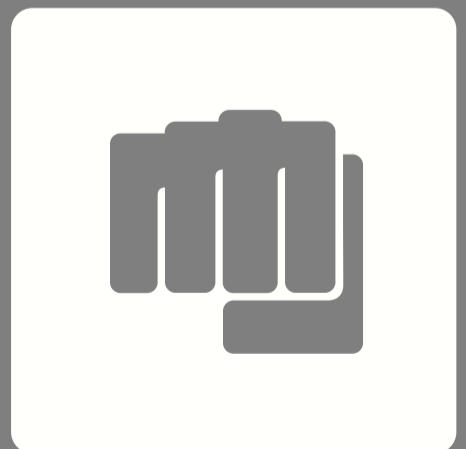


2 At the Interview

This is your chance to impress interviewers with your positive and respectful spirit! Avoid bringing extra people. If you don't have a choice, simply ensure your guests aren't a distraction. Speaking of which, phones should be silenced and all devices, including AirPods (earbuds), should be put away. Avoid annoying nervous habits (like chomping gum). Take advantage of your interview time by being courteous and attentive.

3 End of Interview

As the interview comes to an end, ask for the best way to follow up and thank the interviewer for their time. Follow up with a thank-you communication as soon as possible.



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