



Preparing For An Interview

You have only a brief period of time to make a good impression on a potential employer, so it's important to make that time count. When preparing for an interview, there are a few items to keep in mind to help you be successful.

Assess the Position

The more you know about the position and the organization offering it, the better prepared you'll be overall. Take some time to research the requirements for the position, the skills you'll need, and the goals of the company.

Match Your Skills

Once you have a clear idea of what the job will entail, analyze your skills to see how you qualify for the position. These include hard skills (technical skills related to the performance of the job) as well as soft skills (personal qualities that would make you a good fit).

Practice

Practice interviewing before going in. This can be done through employment specialists, friends, family members, and other resources. If nothing else, try to determine what types of questions the interviewer might ask and consider how you would answer them.

Practicing with other people can help you get used to the process of interviewing itself. The interview setting can be a bit intimidating, so practicing beforehand can help you be more comfortable when you're actually face-to-face with the interviewer.

Plan What to Wear

Your appearance will create an indelible first impression on the interviewer, so it's important to dress appropriately. When in doubt, err on the side of formal, and use good judgment if the dress code is "business casual."

Plan Materials to Bring

Along with a positive, professional attitude, you should bring the following materials:

1. Extra copies of your resume
2. A list of references
3. A pen and pad of paper



4. Portfolio with work samples if applicable
5. Any data you might need to fill out an application
6. A list of questions to ask the interviewer

You should not bring food, gum, or your phone (unless it's on silent or completely turned off) to the interview.

Interviewing with Companies

There are, of course, many other aspects of preparing for an interview. Workway helps place individuals in various occupations, including temporary and temp-to-hire positions, and part of that process is giving you [the tools you need to succeed](#) in an interview. For more information, contact Workway today.