

# WE ARE YOUR STEPPING STONE FOR SUCCESS



**SUPPLEMENTAL STAFFING**  
THE EMPLOYMENT SOLUTIONS PROVIDER

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

## THE HANDY PRE-INTERVIEW GUIDE

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You've scored a job interview – congratulations! Now it's go-time. Interviewing can be stressful, especially if you're juggling several. We've created a handy Pre-Interview Guide, just for you. This list will help you compile the details you need to remember, what to watch and listen for, and check off all the essentials you need to bring.

### 01 DO YOUR RESEARCH

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The best way to convince your interviewer that you know the company well is to be able to articulate what makes it special compared to competitors. Don't worry, it's easy to find. Companies will often tell you the answer to these questions right on their websites. Check out their Mission Statements or Values, as well as their "About Us" sections. Review those along with any other "basics" you want to be familiar with prior to the interview – like company size, location and history. Don't be that person who asks questions that can be easily answered by checking out their website.

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### 02 WATCH COMMUNITY INTERACTION

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Somewhere along the application process, someone you're interviewing with has likely Googled you and scoured your social media accounts. You should return the favor by finding out what the company has been up to lately. Aside from the news that comes up when you Google the company, corporate blogs are gold mines, especially for younger companies that are growing. Whether it's a post welcoming a new employee to the sales team or detailing new features of a recent software update, this is the kind of stuff you should know about. Also check out the company's LinkedIn, Twitter and Facebook profiles. Tuck away positive news and examples you encounter during your research to use in the interview.

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### 03 COMPARE SKILLS TO JOB REQUIREMENTS

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Review the job description and know what knowledge, skills, and abilities they are looking for in a qualified candidate. Determine where the position fits within the organization so you can predict potential career advancement opportunities. Compare what the employer is seeking to your qualifications. Prepare for your responses.

## 04 PAY ATTENTION TO NON-VERBAL

Be mindful; nonverbal communication speaks volumes. Start ahead; remember that waiting room behaviors may be reported. Project confidence; smile, establish eye contact and use a firm handshake. Posture counts; sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping. Be attentive; don't stare but maintain good eye contact while addressing all aspects of an interviewer's questions. Respect their space; do not place anything on their desk. Manage reactions; facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

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## 05 BE READY TO INTERVIEW BACK

Most interviewers will save time at the end of your meeting to let you ask questions and do ask questions! If you're interviewing with the owner, ask about his or her vision for the company, how the company defines success and how it plans to get there. If you're talking to someone who will be your peer, ask about his or her favorite parts of the company, the biggest challenges he or she has faced, and what it's like working with the team. These conversations will not only give you helpful information to consider if you get an offer, they'll show the interviewer that you're seriously evaluating the company yourself.

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## 06 NIGHT BEFORE CHECKLIST:

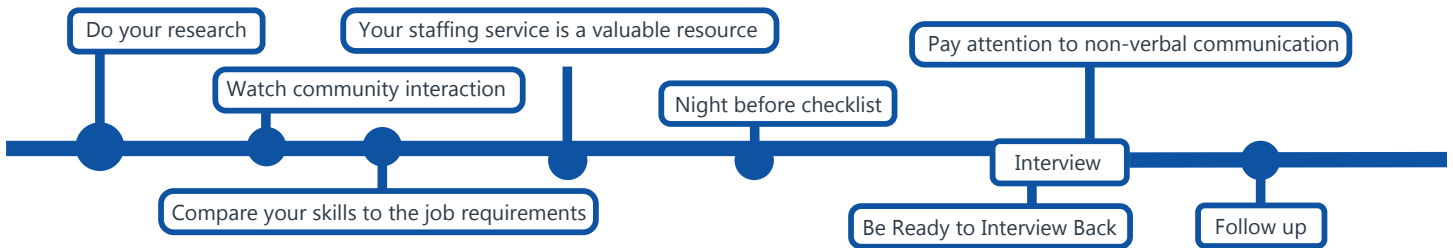
1. Lay out your outfit.
2. Pack your bag/purse: resume (multiple copies – you never know who you'll meet with), charger, mints, stain stick, wallet, notepad and pen, compact mirror, umbrella, deodorant, portfolio, and water.
3. Organize your bag/purse – eliminate clutter to prevent looking unorganized.
4. Check interview location and contact information.
5. Plan your route and an alternate route in case of an emergency.
6. Research the company.
7. Review job description/ad.
8. Review potential interview questions.
9. Practice your elevator pitch.
10. Practice answering questions out loud in front of a mirror – this will help you clarify your thoughts and make you more comfortable.
11. Review your accomplishments and skills that you want to bring up.
12. Prepare for the question: Why I want this position.
13. Create a list of questions you want to ask the Interviewer.
14. Prepare a list of references.
15. Plan your breakfast.
16. Get enough sleep.

## 07 FOLLOW UP

This advice is as old as the interview process itself, but many candidates still fail to follow it. Send a thank-you note. Sending an email later that day shows that you're polite, that you follow through on things, and that you're actually interested in the job. It also opens up an opportunity to strengthen an interview answer that you felt was weak. Ever been stumped in an interview then realized what you should have said the moment you left or later that day? Feel free to add a quick paragraph mentioning your new ideas. The goal is to convey to the interviewer that the job is a great fit for you.

## 08 A STAFFING SERVICE IS A GREAT RESOURCE

Different companies use different types of interview questions. Some companies will ask case questions or brain teasers while others will give a standard set of typical interview and leadership questions. Asking your recruiter ahead of time should be your number one priority! They know who you're interviewing. They know what the company is looking for. They know what the company hot buttons are. They can help equip you for the interview. Knowing what questions to prepare for in advance can make a HUGE difference in being choice #1 or #2. Only choice #1 gets the offer.



Preparation helps ease you into a successful interview. It helps relax your nerves and builds confidence as you know that from your side you have done everything you possibly can to be ready for the meeting. The final step to remember when preparing for your interview: Take a deep breath and go for it!

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### Contact Supplemental Staffing

5333 Southwyck Blvd  
Toledo, OH 43614

Phone Number: 419.866.8367  
After Hours: 866.894.8567

20600 Eureka Rd Suite 500  
Taylor, MI 48180

Phone Number: 734.374.8367  
After Hours: 888.539.1532

1616 E. Wooster #37  
Bowling Green, OH 43402

Phone Number: 419.353.8367  
After Hours: 888.248.8475