



If your ultimate goal is to find a good permanent job, you've come to the right place! A high percentage of Area Temps assignments lead to temp-to-hire positions.

But that typically means a job interview first. Here's how to make sure you get the offer!

Keep in mind that the goal of an interview is to get an offer of employment. Once you have an offer, you're in the driver's seat and can decide whether it's the right position for you. Here are 12 ways to make sure you're the number one candidate for the job!

- 1. Do your homework!** Before the interview, go to the company's website and learn all you can. That way, you will be able to speak intelligently about the job and ask good questions. Your Area Temps representative is another source of information about the company, so be sure to ask for their input.
- 2. Be on time!** In fact, it's always a good idea to arrive 15 minutes early for an interview. And plan ahead for traffic delays if your interview falls during rush hour.
- 3. Dress appropriately.** For professional and office interviews, men should wear a suit and tie, and women a skirt or pant suit. For technical, trades and industrial positions, appropriate dress means clean slacks, a collared shirt or blouse, and close-toed shoes. This isn't the place for jeans, sweat pants, athletic wear, shorts, leggings or spandex, t-shirts, tank tops, tennis shoes, sandals or flip flops. Your Area Temps representative can guide you, if you're unsure about what to wear.



- 4. Get your facts straight.** Review your resume before the interview and, when you fill out your application, make sure the information matches.

- 5. Be ready to explain any employment gaps.** If you took time off between jobs, that's likely to come up. Many people take time off to pursue their education or deal with a family matter, so just be ready to discuss it.
- 6. Be positive about your past employers.** No matter how tempting it might be to vent about a bad experience, this is not the time! Companies want to hire upbeat people, so keep it positive, and find something good to say about each job you've held in the past.
- 7. Be aware of the image you project.** Use proper grammar and avoid slang or foul language. Sit up straight, and make eye contact with your interviewer. Companies hire energetic, enthusiastic people, so make sure that's the way you are perceived. (Come to think of it, this is good advice anytime!)

- 8. Connect the dots!** Be ready to show your interviewer how your experience is relevant to the duties of the position you're applying for. Avoid yes or no answers when you are asked a question. You were referred for the interview because your qualifications were right on target. Now, this is your opportunity to sell yourself!



- 9. Don't ask about salary or benefits just yet.** The initial interview is not the time to discuss these matters. At this point, your goal is to demonstrate what you have to offer the employer, rather than what they can do for you. There'll be plenty of time to address those things later...once you have the offer!
- 10. Be ready to provide personal and professional references.** Bring a list of people who can speak on your behalf with you, including their addresses, phone numbers, and company names, if appropriate.

I CAN DO IT!

- 11. Ask for the job!** Remember, your goal is to get a job offer. So, when the interview is over, always end by thanking them for the opportunity to interview, telling them that you are interested, and emphasizing that you hope to hear from them in the near future.

- 12. Follow up after your interview.** Your Area Temps representative may advise you to call or email your interviewer to follow up. If so, thank them again, then confirm that you are interested in the job and feel you are a good fit!

