

Preparing for Interview Success

It's time for the interview! When you work with Ardent staffing, we will make sure you are prepped and ready. You will know who you are meeting, what they are looking for, what their interview style is like and how to make yourself shine. We will make sure you have the very best chance of landing the job! Call us today

How to Prepare for the Interview

- Thoroughly read the job description and understand what the company is looking for in a candidate.
- Make a list of your skills and accomplishments and consider how they match up to the job description.
- Research the company, and if you know who will be conducting the interview, find out more about his or her role within the company.
- Practice common interview questions with your Ardent Recruiter, a friend or family member before your interview.
- If you are not familiar with the location of the company, try to drive your route at least once before the time of your interview.

How to Describe Yourself in the Interview

- When answering questions during an interview, always relate the answer back to the job.
- Don't be shy. Job interviewers expect you to be positive and talk about your skills. A little bragging is a good thing!
- Don't lie. If you don't know the answer to a question or don't know how to do something, be honest. Employers appreciate candidates who are honest about their skills and willing to learn new ones.

What to Bring to the Interview

- We will let you know if you need anything special, such as ID to get into the company building.
- Notepad and pen. If you need to fill out paperwork or jot down notes, it is easier to bring your own supplies. Taking notes shows the hiring manager that you have genuine interest in the position.
- Questions about the position and company. Write out your list of questions for the interviewer so you don't forget them. Do your homework on the company and the hiring manager. This is a great way to make sure you stand out from the pack.
- Copies of your resume. Bring several copies of your resume to hand out if requested. Don't forget to bring one for yourself so you can easily reference employment dates and other information.
- List of references. Your list of references should include at least three professional references with current contact information. Be sure to confirm with potential references that they feel comfortable attesting to your skills and work experience.

Still nervous? Call Ardent Staffing today - we can help!