

Rally Staffing offers the following outplacement services to help you with your job search. From resume creation to skills assessment and interview coaching - we will assist you with your search to land your next job!

- **Resume Development**

Assistance with resume development. Sample resume templates available.

- **Testing**

Prove It! testing available. Skills assessment - Word, Excel, PowerPoint, Reference Video Professor, etc. Outside profile testing available.

- **Interview Coaching**

Dress for success tips, interview Do's & Don'ts, sample interview questions and mock interview sessions.

- **Job Search Training**

Assistance with resume posting on job boards. Job search techniques & tools.

Resume and interview tip brochures are included in this packet.

Interview Tips

Look Sharp

Before the interview, select your outfit. Depending on the industry and position, get out your best duds and check them over for spots and wrinkles. Even if the company has a casual environment, you want to look your best. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

Be on Time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

Do Your Research

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself. You also should find out about the company's culture to gain insight into your potential happiness on the job.

Be Prepared

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

Show Enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

Listen

One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

Answer the Question Asked

Candidates often don't think about whether or not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

Give Specific Examples

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

Ask Questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

Follow Up

Whether it's through email or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. You don't want to miss this last chance to market yourself. Stand out with a hand-written note!

There is no way to predict what an interview holds, but by following these important rules you will feel less anxious and will be ready to positively present yourself.