



**ENGINEERING  
RESOURCE GROUP INC.**

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## **Job Interview Check List**

**Proper Attire** Suit or jacket and tie for men. Business attire for women.

**Be on Time** **Allow an extra 1/2 hour** or to get there so that you can be sure to be on time. If you are early, wait until about 10 minutes before the interview to walk in.

**Attitude** Be **positive** about the position and company. Have a **can-do** attitude about being able to do the job since your skills are in line with the job. **Make the manager feel comfortable** that you get things done, and that you will make sure that what you work on will be successful. Managers are under a lot of business stress, so you want to give them a good feeling that you are part of the solution.

**Skills** **Emphasize** your particular **skills that are relevant for this particular job**, as described by our recruiter. Some skills will be relevant to some jobs and not to others. When asked about a skill you don't have, mention that you haven't done exactly that and talk about something else that is relevant that you have done. It will show the manager that you look for solutions.

**Reliable Dependable** We screen for applicants for reliability and dependability. So, towards the end of the interview mention that you are reliable, dependable, and that you get the job done. It will go a long way. **Modesty is a good quality, but not on an interview.** Let them know that the work will be in responsible hands. (Of course, you actually have to be reliable and dependable.)

**Salary Rate Duration** **Part 1 (today):** Keep it to a **strictly technical interview**. Don't get into asking about rates/salary/duration. Bringing these subjects up on your initial interview leaves the manager with a bad impression.

**Part 2:** When we follow up with the manager, and they are ready to make an offer, we'll coordinate the rate/salary/duration matters.

**After the Interview** **Call your recruiter at ERG right after the interview** on your cell phone. This way we can discuss next steps with the hiring manager immediately after your interview to move the process along. (This is especially important for a contract job where the process moves very quickly.)

Good Luck,  
Engineering Resource Group, Inc.