



## D3 Items to bring with you to an Interview Tips

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What should you bring to a job interview? It is important to go on a job interview prepared with everything you need, organized and ready to go. On the flipside, there are some things that you should not walk into an interview with.

Referenced below are general tips compiled by D3 on what, and what not, to bring to an employment interview with a prospective employer.

### Items to Bring to an Employment Interview

- Directions & Google Maps  
If you are not sure where you are going bring directions and any instructions the hiring manager may have given you. Always bring your comprehensive D3 email confirmation of the appointment with you.
- Personal Identification  
If the building has security you may be asked to show identification. You may also need it to complete an employment application, so bring your Driver's License or another form of identification (passport) with you to the interview.
- Notepad & Writing Instrument  
It is easier to have your own pen than to borrow one if you have to fill out paperwork. Also bring a notepad so you can jot down names and firm/company information.
- Names of Contacts  
Write down the name of the person you are interviewing with on your notepad. It can be easy to forget a name and you do not want to be embarrassed. Also bring the name of the person who arranged the interviewer, if it is a different person (D3 staffing agency representative).
- List of Questions to Ask  
Have a list of questions to ask the interviewer. If need be, you can skim it quickly when you are asked if you have questions.
- Copies of Your Resume  
Bring several clean copies of your resume (2-3 copies) to hand out upon request. Your resume will also give you the details like dates of employment you need if you have to fill out a hard copy employment application.
- Professional Reference List(s)  
Bring a printed list of professional references (supervisory level) to give to the hiring manager. Include at least three professional references and their contact information (phone number, email address, etc.), who can attest to your ability to perform the job you are applying for on your list.
- Work or Writing Samples  
Depending on the type of job you are interviewing for you may need to bring samples (dispositive motions, marketing/branding pieces, RFPs, etc.) of your work. If they do not lend themselves to print, consider bringing your tablet or laptop.

- A Portfolio

A portfolio is a great way to package all the items you are bringing with you to the interview in a neat and orderly fashion. That way, you are organized and everything you need will be readily accessible.

#### What Not to Bring to an Employment Interview

What you should not bring to a job interview is just as important as what to bring with you. D3 has heard, believe it or not, of applicants for internships and entry level jobs bringing their mother, father, spouse or girlfriend to the interview. Do not do it. It is not only awkward to have a third party in the room, it is not professional. In fact, it will probably cost you an employment offer. You need to be able to interview on your own merits and the firm/company wants to interview you, not your parents, spouse, etc.

It is also important not to walk into an interview chewing gum, carrying a cup of coffee or texting on your mobile or tablet device. The only things you should bring with you are yourself and your credentials for the job.

#### Items to Avoid Bringing to a Job Interview

- Gum or candy of any kind.
- Coffee, soda or water.
- Mobile device.
- Tablet, unless you are presenting a portfolio to a prospective employer.
- A hat or cap.
- Too many rings - if you have lots of piercings leave some of your rings at home (one pair of earrings, is a good rule).
- Cover tattoos.
- Your parent(s), friend(s) or anyone else.

#### Additional D3 Information

For additional information and insight concerning what to bring with you to an interview, please consult with a D3 representative. As industry leaders in legal staffing, we pride ourselves on offering our expert commentary and analysis of a wide range of subjects affecting a candidates' employment search. [www.d3search.com](http://www.d3search.com)