



## Preparing for an Interview at Grainger

### Interviewing with Grainger

A good interview is an open exchange between the interviewee and the interviewer, a conversation with a purpose. An interview is your opportunity to tell us who you are and what you can contribute to our organization. At Grainger, we use a method called the STAR selection process to evaluate you on our core competencies – learning, agility, empowerment and accountability, having fun, ethics and integrity, teamwork, along with quality expertise, and job fit.

For example, for ethics and integrity, we may ask you:

*Tell me about a time when you realized you made a mistake that would eventually impact the rest of your team. How did you handle the situation?*

We'll then ask you to answer the question through the **STAR process**:

Describe the **Situation/Task**

Explain the **Action**

Tell us the **Results**

### Preparation for the Interview

- Do your research on the company and the industry. For example, visit [www.experiencedone.com](http://www.experiencedone.com) to learn more about Grainger and our business, products, history and leadership. Grainger's annual reports are available on the company website and offer helpful insight into our values and vision for the future. You can also learn more about what it's like to work at Grainger from Grainger employees.
- Bring a copy of your resume.
- Bring supplementary information about yourself: letters of recommendation, samples of your work, documentation of sales performance (sales positions only).
- Familiarize yourself with the job description/components of the position for which you are interviewing.
- Be prepared to talk, in detail, about your past experiences, positions, roles and responsibilities.
- Take time to assess your skills, both in general and specific to the position for which you are interviewing.

### The Interview

- Be on time. Confirm directions to your interview location at least a day in advance.
- Be confident. It's normal to feel a bit of anxiety, but stay focused on the interview and be yourself.
- Ask questions. It is important for you to ask questions during your interview. Asking questions helps you to demonstrate your interest in the company. You will also learn more about the organization.

### After the Interview

- Send a thank you note or email and recap why you are a good fit for the open position.
- If you would like an update on your status prior to receiving notification from a member of the interview team, email the recruiter for a status update.