



PREPARING FOR AN INTERVIEW WITH A HIRING MANAGER

Do be done the night before the interview either:

- Review job description.
- Have a tentative Start Date ready for the interview.
- Do some research on the company from the website.
- Prepare questions to ask the interviewer about the position and the company.
- Prepare to dress professionally (suit & tie unless the customers advises otherwise).
- Prepare and bring extra copies of your resume
- Prepare and bring work samples if possible (offer to interviewer only if mentioned/asked)
- Review your resume the night before and be well versed in everything that is listed on it.
- Be prepared to answer “why did you leave your last position?”
- Ensure you have proper directions and detailed information on whom and when you are meeting.
- **Don’t be late.** Plan to arrive at least 15 minutes early.

While in the interview:

- Speak clearly.
- Listen.
- Ask the questions you have prepared. It is always a dual interview.
- Be honest with your answers.
- Do NOT discuss money...refer those questions back to ISLAND STAFFING.
- Be prepared to confirm a date for a follow up meeting just in case one is necessary.
- You are interviewing to get the offer. You can decide later. (*Get the offer first*).
- While in the interview: be motivated and show enthusiasm about your skills and the position/company you are interviewing for.
- At the end of the interview; ask for the job.

Following the interview:

- Contact your ISLAND STAFFING representative to recap and discuss the next step after you leave the interview. We need to hear from you before we follow up with the customer.