



## In-Person Interviews

### Before the Interview:

1. Review both the job description and your resume
  - a) Familiarize yourself with the position and brush up on the technologies listed so that you are prepared for any questions they may ask you.
  - b) Review your resume to insure you are well versed in everything listed.
2. Do your research and have questions prepared
  - a) Look up the company's website to find the latest information and/or projects they are working on. A good place to find this is in the press release/news section. Knowing their business is a great way to express your interest in the position.
  - b) If you know the interviewer's names you can research them using either Google or LinkedIn. Any information you can find out is helpful and may help you make a connection.
  - c) Take the information you learn from your research and generate a list of questions – remember you are interviewing the company too.
  - d) Prepare your answers to common interview questions.
  - e) Review our Common Questions form [here](#) which gives you a sampling of some questions you may be ask by the interview, tips on how to answer and ideas for questions you can ask.
3. The next step
  - a) Bring extra copies of your resume
  - b) Prepare and bring work samples if possible (offer to the interviewer only if mentioned/asked)
  - c) Prepare to dress professionally (suit & tie unless the company advises otherwise)

### During the interview:

1. Getting there
  - a) Make sure you arrive 15 minutes early – if you are 15 minutes early, you are on time
  - b) Extend a firm, friendly handshake
  - c) Express appreciation for the interviewer's time
2. During the interview
  - a) Maintain good eye contact
  - b) Speak clearly, listen and focus on the interviewer
  - c) Be assertive without being overly aggressive
  - d) Ask the questions you have prepared. It is always a duel interview
  - e) Be honest with your answers
  - f) Be motivated, passionate and enthusiastic; showing these things will set you apart from other candidates
  - g) Be prepared to confirm a date for a follow up meeting just in case one in necessary
  - h) At the end of the interview; ask for the job and remember that the goal is always to get an offer. You can make a decision whether you would like to accept later.
3. DO NOT
  - a) Do not discuss money...refer those questions back to ISLAND STAFFING. Note that you may be asked more than once during the interview...answer the same.

### After the interview:

1. Contact your ISLAND STAFFING recruiter to recap and discuss the next step after you've completed the interview. We need to hear from you before we can follow up with the company.