

TIPS FOR FACE TO FACE INTERVIEWS

1. Dress professionally. Typically you should wear a dark suit to an interview. Also it is best to avoid wearing large jewelry or heavy cologne/perfume. If you are a smoker, you may want to avoid having a cigarette on the way to the interview as some people find the smell offensive.
2. Bring something to take notes on and have several copies of your resume handy. Make sure your recruiter sent you a copy of the resume that was sent to that client!
3. Make sure you have good directions and arrive 10 minutes prior to the scheduled interview time. If something unexpected happens and you are going to be running late please call your firstPRO recruiter immediately.
4. Know who you are meeting with and make sure to ask your recruiter for insight into this individual. We have worked with many of our clients for years and may be able to give you tips on what makes this manager click!
5. When first meeting the individual with whom you will be interviewing make sure you give them a solid, firm handshake and look them in the eye.
6. Mirror the attitude of the person interviewing you. If they are very serious and to the point do not sit there and laugh and make jokes.
7. If you meet with more than one person make sure you note the name and title of each person you meet with.
8. After you leave the interview it is always a nice touch to send a thank you note or email which conveys appreciation for their time and expresses your interest in moving forward. *** Send this letter to your firstPRO recruiter and they will forward it to the client.