

Candidate Interview Guide





GET TO KNOW YOUR PROSPECTIVE EMPLOYER

Know before you go:

- Map out your commute
- Research the company's website for facts and info to answer client questions
- Print out your formatted resume sent by your TPI Rep
- Understand the job description

Any Questions?

Reach out directly to your TPI Rep

STARTS WITH THE PRE-INTERVIEW

RESEARCHING YOUR PROSPECTIVE EMPLOYER

TPI Staffing, Inc. (TPI) will provide you with information about the company to prepare you for your interview, but it is important that you research and find out as much information about the company and the position as possible. We recommend that you search the company website for facts and information that would help you answer some of the questions that we have provided for you in this packet.

PREPARING FOR YOUR INTERVIEW

You should be prepared to discuss the business, job responsibilities, facts about the company or questions you have about the company. You should never discuss benefits, vacations, etc. during the interview.

Companies are looking for candidates who accept positions based on job substance and an interest in working for the company, not what the company will provide. TPI will provide you with specific company information regarding benefits or other company offerings for your review before/after the interview.

Prepare for the interview with your TPI Representative. They have detailed knowledge of the job order and client and can help prepare you for possible questions and information that you may be covered in the interview.

GETTING COMFORTABLE

HELPFUL INFORMATION

Below are a few helpful tips and instructions on how to make your interview more comfortable and successful!

INTERVIEW QUESTIONS TO PREPARE FOR

Tell me about yourself?
What are your strengths?
What is an example of a weakness?
What do you like most about your job, your boss, your company, and your industry?
What do you dislike most about them?
What are your career goals?
What new skills or ideas do you bring to the job that other candidates aren't likely to offer?
Give an example of how you saw a project through, despite obstacles.
Tell me about your relationship with your previous bosses? Co-workers?
Are you most productive working alone or in a group?
Tell me about a major accomplishment or contribution.
Give an example of a time you delivered more than was expected.
How do you handle conflict?

WHAT NOT TO ASK

Never ask questions about:

Health Benefits
Vacation
401(k) Plan
Education Reimbursement
Overtime
Time Off
When you will be evaluated for a salary increase or bonus

INTERVIEW QUESTIONS FOR CLIENTS

Why is this position open?
How often has it been filled in the past five years?
What were the main reasons?
What would you like done differently by the next person who fills this position?
What would my first 30 – 90 days look like as far as training and responsibility?
What are some of the main challenges I would face in this position?
What advancement opportunities are available for the person who is successful in this position?
How is one evaluated in this position?
What kind of person is successful within the company?
What is your plan for employee retention?

COMPANY SPECIFIC QUESTIONS

How does the company acknowledge outstanding employee performance?
What are this department's goals and how do they fit with the company?
How does this department fit in with the company's five-year plan?
Is this department responsible for its own profit and loss?
Does the department or the company face any major challenges?
Do you foresee any significant changes in the company?
How well has the company historically weathered changes in economic conditions?
Would you please describe company's best/worst areas?

DURING THE *Interview*



WHEN TO ARRIVE

There are no acceptable excuses for being late. We suggest you arrive 15 minutes early. This is valuable time that can be used to complete an application, if required. Please be sure that your cell phone is turned off as soon as you arrive.



APPLICATION

If asked to complete an application, be thorough and follow all instructions. Ensure it's easy to read. Remember, this application is the only representation of you that this company has. Verify that employment dates/previous employment information match details on your resume. Do not write in 'See Resume' or 'Salary Negotiable' on an application. Remember, the application reflects on you. Have a notecard handy with necessary names, addresses, phone numbers, etc.



ITEMS TO BRING

Bring the things you need with you: pen, nice portfolio for note taking, reference list, and copies of your TPI resume that was provided to the client.



ATTIRE

TPI advised that all men/women wear nice business casual attire to their interviews. We recommend that you avoid flashy accessories/colors. We also suggest that you do not wear cologne/perfume. These things can detract from the focus of the interview – You!



ATTITUDE

You are making that “all important” first impression. Be upbeat, friendly, but professional. You must realize that part of the interview process includes “selling” yourself, your abilities, and your attitude. Be aware that how you say things and how you react creates an overall impression. Smile!

DURING THE *Interview*

Remember the objective of every interview is an offer. If you cannot get excited about the position being presented to you, you probably should not go. You must be able to articulate with enthusiasm what you have done in your past that qualifies you for the particular position for which you are applying. It is important that you practice out loud the answers to open-ended questions such as “Why are you qualified? Tell me your strengths/weaknesses. Why do you want to work for this company?” You control what kind of impression you make.

Body Language is critical. Your posture, whether sitting or standing, should be proper at all times. A firm handshake is important when meeting someone and/or leaving the interview. Eye contact is imperative. It indicates you are interested in what is being discussed and that you are confident. Stay focused on your conversation.



CURRENT/FORMER EMPLOYER(S)

Do not speak negatively about a current or previous employer. Regardless of your reason(s) for wanting to leave a current employer or reasons for having left a previous position, state things in a positive manner. We are glad to help you with appropriate wording. Please ask your Recruiter.



COMMUNICATION

Articulate words clearly, speak up loudly. Do not mumble. Be prepared to answer questions about your qualifications. This is no time for modesty. Concise, well thought out answers are important. Do not “run on” with answers. Take a moment to gather your thoughts before you answer a question thinking” silence reflects much better on you than an unprepared, poorly stated answer. Personal information should not be discussed in an interview.



CLOSE

Whether you perceive the interview has been successful or not, “thank you for your time” is considered to be good manners. If you want the job, say so. It sets you apart from other candidates and shows the confidence you have in yourself to do the work. Always assume the company is considering other qualified candidates when interviewing for an opening; do not let them wonder about your interest level. A strong close is critical – it is the last impression you leave with them. Ask for a business card from the interviewer.

POST-INTERVIEW

Debrief with your Recruiter

As soon as the interview has finished, call your TPI Recruiter immediately. Your feedback is important to us to determine your level of interest in the job and to have information to share with the client.



Thank You Note

A thank you note, via email, is a must. Proof the note carefully as grammar, spelling, and writing skills are all reflected and email a draft to your Recruiter for their feedback/suggestions. The note should preferably arrive to the client within 24 hours.



JOB PLACEMENT THROUGH TPI



CONGRATULATIONS! You have successfully found an exciting new career opportunity with the help of your Recruiter and the staff at TPI! We now want to provide you with the information you will need to make a smooth transition to your new job and to minimize the chance of any problems occurring.

The first few months of your new job are very important. This is the period many refer to as the “probationary” period. While your new company may or may not formalize this “transition period” with a name, it is important to know that during the first several months your skills, attitude, dependability, and overall performance are being monitored to ensure that you are a good choice for the company and also that you are happy in your new position. TPI has developed a means by which to assist you through this important period in a new job. We also can offer you some general advice about performance measurement during the initial weeks in a new position. However, please remember that there is no substitute for your own good judgment and attention to the details necessary to prove your value to your new company!

AT THE BEGINNING



ONCE YOU ACCEPT, REMEMBER TO FOLLOW THROUGH!

Plan to start work on the start date that you discussed with your new employer and TPI. Changing your start date after your acceptance does NOT reflect well on a brand new employee! Arrive on time on the agreed upon date, Have all of the necessary paperwork and screenings that the employer needs handled in advance. Plan any personal appointments around your start date...try and complete prior to starting if possible. Commitment to your start date shows your employer you are excited and eager to begin your new career with their company!

ALONG THE WAY COMMUNICATION IS THE KEY!

Monitoring your progress in your new job is your responsibility, yet it is a responsibility we are willing to share with you at TPI. Initially, please plan to contact your Recruiter at TPI some time during your first week on the new job. That way we will know you are off to a good start. Thereafter, your Recruiter will contact you several times at your new job to discuss your personal job satisfaction, your perception of your performance, and to ask if there are any important questions or issues you wish to discuss. You can plan to hear from your Recruiter sometime within the first two weeks on the job and again one month and then two months into your work. Please be candid and discuss any problems you are having and whether they relate to your performance, your job satisfaction, or something as simple as getting some paperwork finalized. Only if your TPI Recruiter knows about your struggles can he/she properly assist you and help ensure a smooth transition for you!

WE WANT TO HEAR FROM YOU!

It is also important to note that during the first few months at your new job, TPI Recruiters will also be contacting your employer to get their feedback on you and your performance. They will also be asked if there are any issues to discuss and if they feel that there has been a smooth, successful transition to a new employee. Should there be any problems that need to be addressed; rest assured that you will be contacted.

LET'S CONNECT!

Our role here at TPI is to help provide the communication necessary to ensure that you are both happy and successful in your new job! Your job is to open those lines of communication both with us and with your new supervisor in order to be able to quickly act on any issues or problems discovered. Please plan to respond as quickly as possible when your TPI Recruiter tries to reach you.

FINALLY A FEW HELPFUL

Hints

Here are some basic tips that the staff at TPI has learned helps many new hires succeed and exceed their employers' expectations when starting down a new career path. These always, timely reminders will assist you whether you are just starting your career or a seasoned veteran excited about your latest opportunity.

TAKE NOTES

As your new supervisor or even peers begin giving you detailed instructions on how to perform certain tasks, assume that you may only hear this information once. Taking notes is always a good idea. People do not mind slowing down to allow you to write out instructions, especially if it means you will only need to be told once!

BE ON TIME

In case you don't remember exactly how you found the company during the interview period, or if you will be working in another building or aren't sure about employee parking, plan to take a trip to your new office a few days before you start. Do whatever it takes to be ON TIME your first day. This is another opportunity for that lasting "first impression!"

ASK QUESTIONS

If you do forget instructions, or feel that information has been left out, or simply are confused about how to proceed in your job function, STOP AND ASK. The most frequent complaint we hear from employers is that employees get "stuck" and don't ask questions. Do not waste your time or your employer's time by "spinning your wheels" trying to solve problems without the proper direction.

ATTENDANCE AND PUNCTUALITY

Remember to always be on time in general! Not only is regular attendance and getting to work on time each morning important, but it is equally important to always arrive timely to meetings, training sessions, and any other planned work sessions that you are requested to attend during the day. Attendance and punctuality is of extreme importance during your initial probationary period. Should you have a true emergency, notify your supervisor directly and timely!

YOUR
FEEDBACK
IS IMPORTANT TO US

At TPI Staffing, Inc., we are always enthusiastic to be at your service. Congratulations on your interview, we encourage you to leave a [Google Review](#). Please take a minute and share your experience. Thank you!



WE HOPE YOU HAD A SUCCESSFUL EXPERIENCE!



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