



# Candidate Prep Packet

Interview Tips From  
J. Morrissey

**J. Morrissey**  
RECRUITING & STAFFING



**CULPEO HR**  
WHERE CULTURE MEETS PEOPLE  
A J. Morrissey Company

# When does the interview start?

## Google Yourself:

- Old photos on the web
- Any newspaper articles
- Social Networking site (Yours and others)

You might be surprised at what people can find out about you.  
Your online presence is how you will be perceived by future employers.  
Is that how you want to be portrayed?

# It's All About You...

Facebook/  
Instagram/

What do your public pictures, information and posts show? We recommend you make your profile private and clean up any inappropriate photos and content. Always be professional.

Twitter

Are you using profanity or unprofessional language. Twitter is open for anyone to see. Just remember... someone may look you up! You can lose a job offer because of what's on your public profiles.

TikTok:

Your videos are a live representation of you. Think about the content you are putting out in the world. What is funny to you and your friends might not be funny to your potential employer.

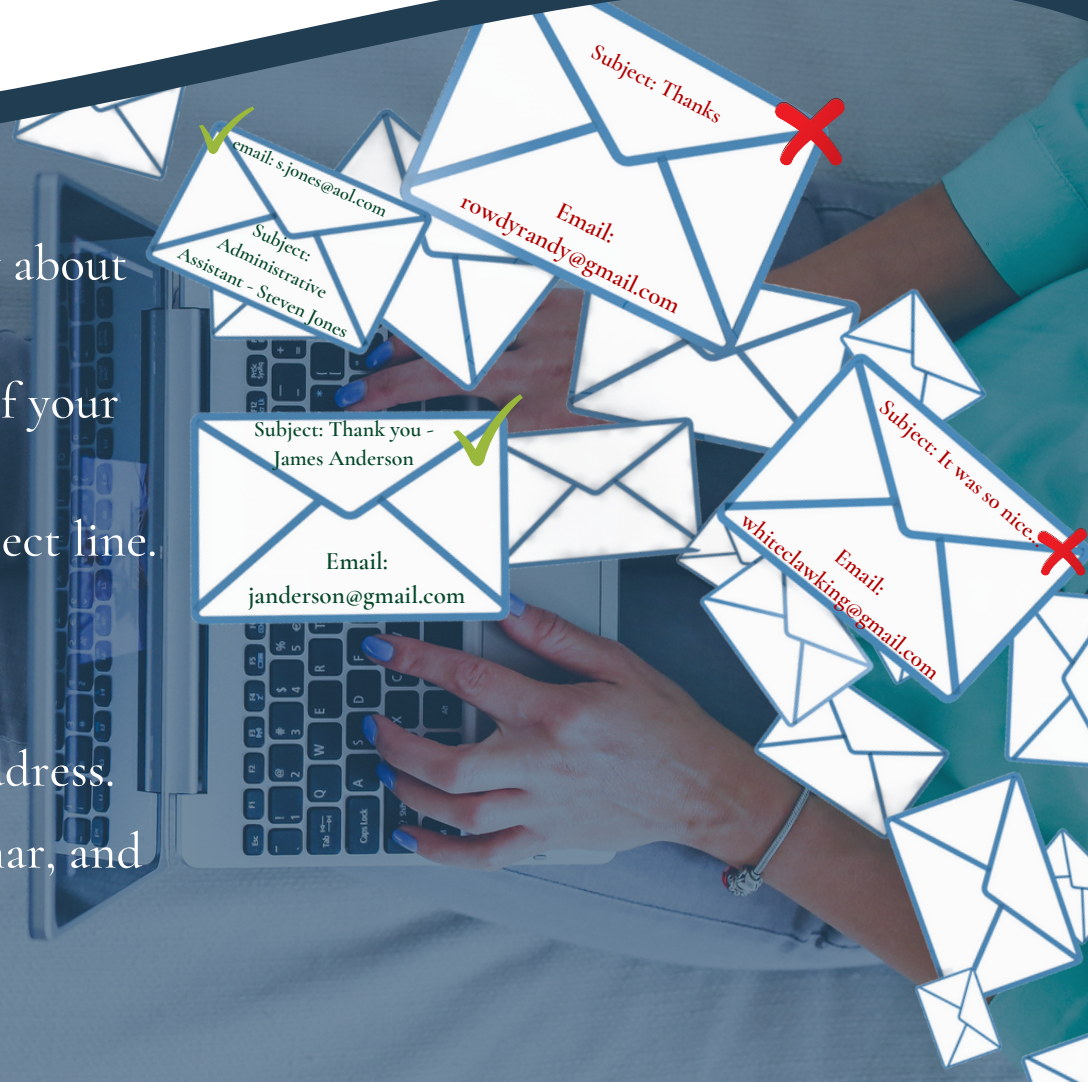
# It's All About You...

## Email:

- What does your email address say about you?
- Create an email address outside of your work/school email.
- Use a concise but descriptive subject line.
- Always use a salutation.

## Tips:

- Try to find an actual person to address.
- Use full sentences, correct grammar, and check your spelling.
- Use a professional sign-off.



# It's All About You...

Voicemail, ring back tones, and unknown callers:

- Present yourself in a mature and professional way.
- Answer all unknown calls as though they are a potential employer.
- Have a professional voicemail greeting.
- Make sure your voicemail box is setup and not full!

# Writing Your Resume: The Basics

- Your name should be the first thing you see.
- Include your contact information.
- Keep it clean & simple leaving some white space.
- Include your technical skills - software or certifications.
- Highlight your strengths: adding in any metrics where you exceeded set goals, saved the company money, or streamlined a process
- Including an "About Me" or "Interests" section can help differentiate you from other candidates.
- Keep it professional.

# Writing Your Resume: Advanced

- Proofread / Edit!
  - A second set of eyes can help you find errors that you may have overlooking
- Make it computer friendly
  - Graphics, pictures, and customized formats might land your resume in a spam folder.
  - PDF is the most compatible way to share your resume virtually.
- Don't fill your online resume with useless material.
- Tailor your resume for each position. Algorithms used for resume sourcing leverage keywords that are typically found within the job posting.



# Dressing for your interview...

Style tips from J. Morrissey

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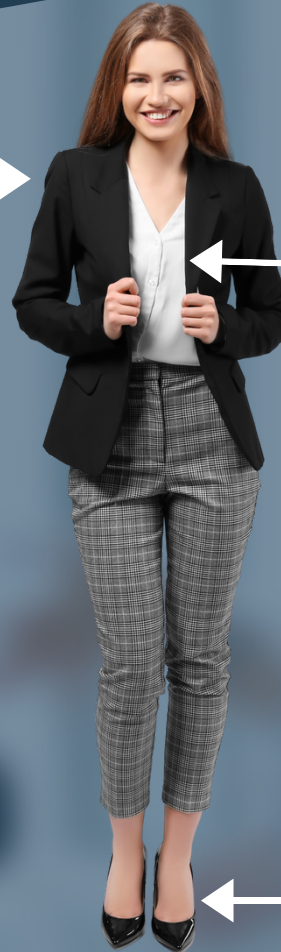


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# Dress for Success: Women

Suit: Pants or knee length skirt  
(skirt long enough to  
comfortably sit)



Shirt: Coordinated blouse



Accessories: Limited jewelry and simple  
purse



Shoes: Conservative, closed-toe



# Dress for Success: Men

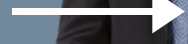
Suit: Solid color



Shirt: long sleeve, in white or color-coordinated with your suit and tie



Tie: Solid or conservative pattern



Wear a belt & Minimal Jewelry: Keep jewelry simple and wear only the necessities  
ie. wedding band and watch



Socks & Shoes: Dark socks and conservative shoes



# The Interview

- Leave 30 minutes
  - Know exactly where the office is located & the parking situation. For corporate buildings check if there is any security.
  - Security Screening: valid ID, health screen, and logistics (Stairs, elevators, walkways, etc.)
- Arrive early and possession/smoke-free:
  - No drink or cell phone in hand once you step into the office.
  - Always have your phone on silent and out of sight.
- What to bring with you:
  - Multiple copies of your resume, a portfolio with room for notes and prepared questions. Business cards if applicable.

# Preparing for the Interview

Be ready to answer the typical interview questions:

- Tell me about yourself.
- Where do you see yourself in 5-10 years?
- Weakness / Strength?
  - What area do you need improvement in?
- Why do you want to work in this industry?

Prepare for questions like these ahead of time. It can be hard to come up with concise answers in a moment's notice. Take the time before your interview to prepare and roleplay the answers to standard questions.

# Preparing for the Interview

## Research

- Visit the company website and dig into the companies MVP's (Mission, Values, and Purpose)
- Google Search to find relevant updated new intel - search for recent news articles and blog posts
- Search on LinkedIn and other social media channels for the contact you are meeting with - learn about their career path and any helpful personal funfacts that will help you make a genuine connection with them
  - ie. maybe they went to the same school as you, grew up in a nearby town, or have a mutual love for sports!

# Preparing for the Interview

## Prepare questions

- Ask about culture and environment.
- Ask about management.
- Why the job is open.
- Discuss training and growth potential.
- Ask the interviewer what they enjoy about the company.
- Discuss next steps in the interview process.

(DO NOT ask about salary, vacation, or breaks on the first interview)

**ALWAYS ASK SOMETHING! HAVE A QUESTION OR TWO PREPARED!**

# Preparing for the Interview

## It's about you...

- Make friends and connections at all levels in a company.
- Stand up when someone enters the room.
- Give a firm handshake (air shake - bow - somehow communicate respect to the person you are meeting).
- Body language tells an interviewer a lot about you with out a word being spoken.
- Stay engaged and interested in the conversation at hand.
- Eye contact is important.
- Never check your watch.
- Sit up tall, be attentive and engaging!

Tips you might not  
have thought of....





# Helpful Tips

*Take off your  
coat/jacket.*

*Put your purse/bag  
on the floor.*

# Helpful Tips

*Turn your  
phone off and  
put it away!*

# Helpful Tips

*Don't smoke  
before the  
interview.*

# Helpful Tips

*Don't chew  
gum during  
the interview.*



# Helpful Tips

*Do not bring  
food or drinks  
to the interview.*



# Helpful Tips

*ALWAYS send a thank you note and or email to those you've interviewed with.*

# Follow Up

Most Job seekers neglect to write a thank you letter, assuming that once they leave the interviewer's office the interview is over. It isn't. The interview process extends beyond the one-on-one meeting and it is up to you to keep your candidacy on the forefront of the decision-maker's mind.

- Write a separate thank-you note to each person you meet during your interview process
- Email 'Thank You' notes are acceptable however a handwritten note can really add a personal touch.
- Always sign your full name.
- Follow up with your staffing partner to receive feedback if you have not heard anything by the date the interviewer promised to call.

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