

# CANDIDATE INTERVIEW GUIDE

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# ABOUT US

Voted one of America's Best Recruiting Firms year after year, Career Group Companies is a widely recognized industry name. As a family of brands, we use our expertise to impact the lives of our candidates and improve our client's company culture, one exceptional career match at a time. For over four decades, we've partnered with our valued candidates and clients to cultivate perfect career matches for administrative, creative, fashion, events, and executive professionals at the most sought-after companies nationwide.

Founded in 1981 by Susan Levine, Career Group Companies was created to set a higher standard for recruiting, with a high-touch approach. As a recruiting partner, we are committed to educating our clients on impactful ways to meet business demands, while thinking strategically about the teams they curate. Career Group Companies is certified as a National Women Owned Business by the WBENC.

## OUR DIVISIONS

|   |                                     |
|---|-------------------------------------|
|  CAREER GROUP  | Administrative & Corporate Services |
|  SYNDICATEBLEU | Creative & Digital                  |
|  FOURTH FLOOR  | Fashion, Beauty & Lifestyle         |
|  EVENT TEAM    | Event Staffing & Onsite Management  |
|  CG SEARCH     | Retained Executive Search           |

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WOMEN  
OWNED



# SO YOU GOT AN INTERVIEW...

Here's what you should do first.

## CELEBRATE!

Clearly, they're picking up on how exceptional you are.

## RESEARCH THE COMPANY

Look at their website, their social media channels, and any recent updates in the news.

Know the company's mission statement and try to get a sense of its core values.

## RESEARCH YOUR INTERVIEWER

Before your interview, you should be familiar with their name and title. Would they be your direct supervisor, or are they on the HR team? This will help you prepare thoughtful questions.

## MAKE YOUR SOCIAL MEDIA PRIVATE

If you wouldn't want your future employer to see it, make it private. If your social media is a part of your portfolio, make sure everything is in line with your professional brand.

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# IS IT A VIDEO INTERVIEW?

Set yourself (and your space) up for success.

## DIGITAL INTERVIEW TIPS

Your space should have good lighting, minimal distractions, and a professional background.

Test the WiFi, video & sound ahead of time.

Log in 3 minutes early. Your interviewer should never be waiting for you.

Dress professionally from head to toe.

## REGARDING COMPENSATION

If you're working with our recruiters, we will handle the negotiations for you.

If you're interviewing on your own:

- Do your market research. What are companies in this same industry paying for this same level of experience?
- Be transparent about the salary you are looking for when asked.
- If an offer is made and it is less than you were expecting, negotiate! Reiterate your excitement over the role, cite your market research, and ask if other elements of the compensation package are open to negotiation.



# IS IT AN IN-PERSON MEETING?

You want to be relatable, but not casual, in an interview.

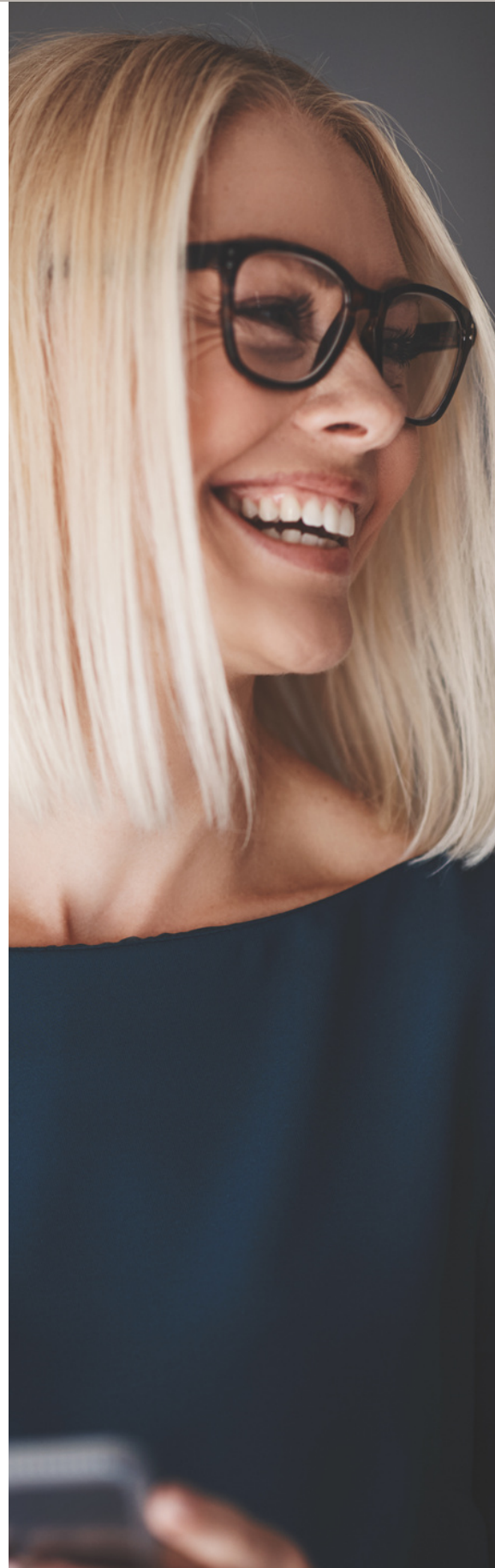
## IN-PERSON INTERVIEW TIPS

Anticipate delays and plan travel/parking accordingly. If you're not 5 minutes early, you're late. If you are running late for any reason, call ahead to let your interviewer or recruiter know.

Bring an ID in case of building security, 2-3 copies of your resume, and your portfolio if applicable. Many creative professionals will bring a tablet to show their work, in case the interview room is not outfitted with a computer.

If you're offered water, you can accept, but avoid bringing in your own beverage or any extraneous personal items. If the interviewer asks a difficult question, taking a sip of water is one way to give yourself a moment to think.

Dress to impress. If you know their corporate dress code, abide by it. For example, if you're interviewing for a role in a business formal workplace, you should match that level of formality during the interview. You want to present a polished, professional demeanor that still displays your personality.



# COMMON INTERVIEW QUESTIONS

Relax and take a deep breath, you've got this!

In the interview, express interest in the position and confidence in your skills! Be prepared to discuss past experiences that are relevant to the job.

Avoid speaking negatively about a former employer or divulging any confidential information from a previous role.

Most importantly, remember that interviewing is a two-way street and your interviewer wants to get to know the real you, so be authentic and genuine!

## REHEARSE YOUR ANSWERS

Have specific professional examples ready to cite for each question, so you aren't caught off guard.

- Can you tell me a little about yourself?  
[We linked some tips for answering this question here.](#)

- What are your strengths?
- What are your weaknesses?

Be honest about a professional skill you're actively working on improving! You can say one thing you're working on is your dislike of public speaking, or your ability to delegate. Whatever it is, make sure it wouldn't interfere with your ability to do the job - and turn a negative into a positive!

- Why are you interested in working here?
- Why do you want to leave your current role?
- Tell me an accomplishment you are most proud of.
- Tell me about a time you made a mistake. How did you fix it?
- What is your dream job?
- Tell me how you handled a difficult situation.
- Why should we hire you?
- State a time when you went above and beyond.



# ASK MEANINGFUL QUESTIONS

Make your questions count.

## POST-INTERVIEW QUESTIONS

When the interviewer asks, "Do you have any questions for me?"; have thoughtful questions prepped. Here are 10 of our favorite post-interview questions:

1. What are you hoping to see a successful candidate accomplish in the first 30, 60, or 90 days?
2. Can you tell me more about any challenges the current team is facing?
3. What type of employee does well here?
4. What are some of the most immediate projects that need to be addressed?
5. Where have successful employees previously in this position progressed to?
6. What are the current team's biggest strengths and challenges?
7. Do you anticipate a lot of growth in the company?
8. How has the company changed since you've been here?
9. What makes this office special?
10. Do you have any additional questions for me?



# AFTER THE INTERVIEW

Take a sigh of relief because you crushed it!

## SEND A THANK YOU NOTE

Within 24 hours of the interview, email us a thank you note that we can pass along to your interviewer. This is an excellent gesture to demonstrate your interest, professionalism, and strong follow-up skills.

Your thank you note could land you (or cost you) the job. Proofread the note and take special care in writing, as many employers will consider this a writing sample.

How to structure a thank you note:

- Thank the person for taking the time to meet you
- State why you would be a good fit for the position
- State why the position would be a good fit for you
- Personalize it by including something specific you talked about to add warmth and personality

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# GOOD *LUCK!*

You're prepared and ready to go. You're going to crush it!

## YOUR DREAM JOB IS JUST AROUND THE CORNER.

Explore opportunities at [careergroupcompanies.com/find-work/](https://careergroupcompanies.com/find-work/)

Follow us on LinkedIn and Instagram to stay up to date with our hottest jobs and career advice.



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