

PREPARING FOR AN INTERVIEW

01 RESEARCH



Familiarize yourself with the hotel and management company prior to your interview. Visit the website, any news articles or stories, and their social media pages. Also, Write out a list of questions that you can ask about the property during the interview.

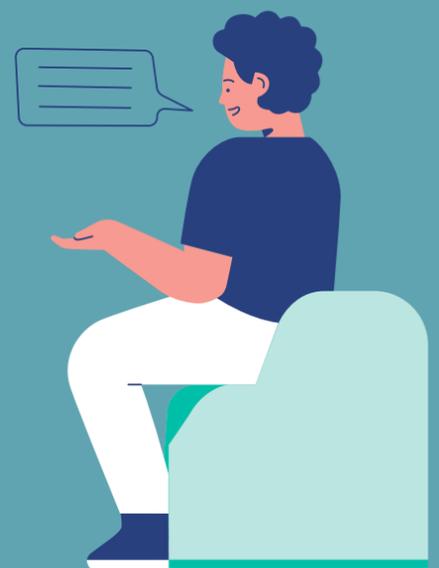
EXAMPLES:

- How is the team set up?
- What goals would be expected of me?
- What challenges has the property faced?
- What is the Rev Par Index?
- What are the current GSS scores at the properties?

02 THE INTERVIEW

THINGS TO KEEP IN MIND

- Smile. Your body language shows how confident and interested you really are, even on the phone.
- Take time to listen to the questions being asked so you answer them thoroughly.
- Prepare to discuss how you generated revenue and/or executed a plan at your previous property.
- You might want to refer to contacts you have in the area (generally speaking).
- When discussing past employment, focus on positive endings with a short negative, if necessary.
- Ask questions about the properties to show your interest and keep in mind, this is your opportunity to gain information too



03 CLOSING THE INTERVIEW

Thank the interviewer for the opportunity to meet him/her. Express your interest in the company and in the position. i.e. "I am excited about this opportunity." I am eager to join your team."

REGARDING SALARY

- Please don't bring it up unless asked
- Stay neutral, give a salary range
- Be honest; if they ask, let them know your current/previous salary
- Shy away from "gimmie" questions



04 AFTER THE INTERVIEW

Send a "thank you" email to the interviewer following your conversation. Their email has been sent to you in the confirmation.

We will follow up with the interviewer as soon as we hear from you and obtain the details about benefits, bonuses, vacation time, and perks.

Our experienced staff will negotiate the highest salary and benefits package on your behalf. Snelling Hospitality will contact you as soon as we receive an offer for employment from the hiring authority.

We will ensure that you have all of the necessary details about the job and the company prior to accepting a position.

