

GET THE HOUSEHOLD JOB YOU WANT

HAMPTONS EMPLOYMENT AGENCY'S
TOP 10 TIPS FOR SUCCESSFUL INTERVIEWS



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INTRODUCTION

As all candidates know, the job interview is usually the most important step in applying for a domestic position. Since 2011, Hamptons Employment Agency (HEA), an award-winning domestic agency, has helped thousands of domestic professionals match with great employers. Our clients include a wide range of individuals and families, including private, low-key families and some of the world's most well-known people, such as CEOs, government officials, and Hollywood actors.

From our two decades of experience in the domestic staffing field, we've seen again and again the questions that employers commonly ask and the things employers find important when interviewing applicants. This brief guide shares with you 10 of the most important interview tips for getting the household job you want. By following the advice in this booklet, you'll significantly increase your chances of getting a great domestic job.

You can feel confident that the advice in this guide is worth reading. With Hamptons Employment Agency's experience and professionalism, we were proudly voted the Best Domestic Agency—Platinum/#1—for 11 years in a row (2012 - 2022) by readers of Dan's Papers. HEA is also a member of the Better Business Bureau, and the company maintains an A+ Rating.

Again, we encourage you to read through this brief guide and then apply the ideas in your next interview. By taking advantage of the 10 interview tips, you'll significantly increase your chances of getting the domestic job you want. We wish you the best of luck and much success in your job search, whether you get a job through our agency or another way!

Sincerely,



Aleksandra Kardwell
President
Hamptons Employment Agency, Inc.

10 INTERVIEW TIPS FOR GETTING THE DOMESTIC JOB YOU WANT

TIP 1)

Be On Time for Every Interview

Arriving on time shows you respect the interviewer's time and value the opportunity to be considered for the position. It also provides a good impression you will be on time for your work. Here are a few suggestions to help you arrive at your interview on time:

- **Plan ahead:** Research the interview location and the estimated travel time. Factor in any unexpected delays, such as traffic, diversions, or public transport disruptions.
- **Set multiple alarms:** If your interview is early, don't rely on one alarm to get you out of bed. Set multiple alarms on different devices if you need to, to ensure that you are awake and alert on the day of the interview.
- **Dress appropriately:** Make sure you have everything ready the night before, including your outfit (dress appropriately for the role), documents, and any other things you need for the interview. This will help you avoid any last-minute stresses.
- **Allow for extra time:** Give yourself extra time in case of any unexpected events, such as a delay in transportation or difficulty finding the interview location or a parking space.
- **Be prepared:** Keep your phone charged and have a backup plan for transportation in case of emergencies.

Remember, arriving late to an interview can send a negative message to the interviewer, showing a lack of organization and professionalism. By following the above suggestions, you'll help ensure that you arrive at your interview on time, ready to make a positive impression. *Please note: if you are running late, let the agency and interviewer know as soon as you are able.*

TIP 2)

Be in a Quiet Place with Good Reception for Each Phone, Zoom, or FaceTime Interview

If your interview will take place by phone, Zoom/Teams, FaceTime, or WhatsApp, it's important to be in a quiet place with good reception and plenty of light. This helps you communicate effectively with the interviewer and avoid any distractions or technical difficulties that could negatively affect your interview. Here are a few suggestions to help you ensure a successful remote interview:

- **Location is important:** Look for a private, quiet place where you won't be disturbed by background noise or interruptions. This could be a library, a neat living room, or another quiet room.
- **Test your technology:** Make sure your device is fully charged and has a strong Internet connection. Check that your microphone and camera are working properly and download and practice using any video conferencing software ahead of time.
- **Eliminate distractions:** Turn off notifications on your phone or computer and close any unnecessary tabs or windows. Place your device in a position that allows the interviewer to see you clearly.
- **Consider lighting and background:** Make sure you are in a well-lit area and the background behind you is clean and professional. Check how you look on camera as sitting in front of a window could make it difficult to see you.

Be aware of your body language and gestures, and maintain eye contact with the interviewer as much as possible; look into the camera rather than at them on the screen. Keep a pen and paper nearby if you need to take notes.

Make a great first impression in a quiet place with good reception, and make sure your phone, computer, or other device is ready.

TIP 3)

Present Yourself Well – Dress Properly and Be Well-Groomed

How you dress is important to making a good impression during an interview. Being well-groomed, with clean, ironed clothes will show your professionalism, attention to detail, and respect for the interviewer and your professional abilities. Here are a few suggestions to help you present yourself well during an interview:

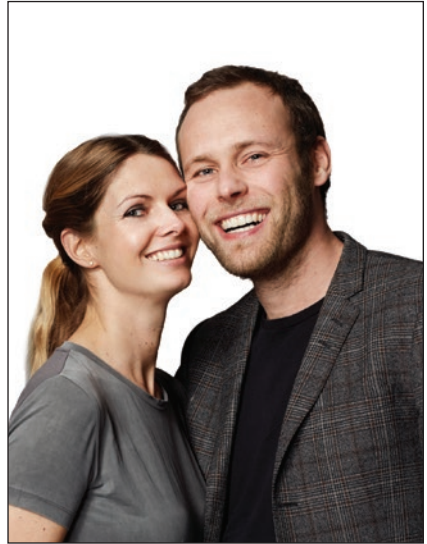
- **Research the dress code:** Ask someone from our agency about the household culture or expectations required of you and the typical dress for employees in the role you are applying for. Aim to dress one level above the typical dress code, but avoid over-dressing.
- **Choose appropriate attire:** Dress in attire right for the job. For example, business casual dress is appropriate for an Estate Manager position. For a housekeeper position, a white shirt with black pants is generally the correct clothing. Avoid wearing anything too revealing or casual, and make sure your clothes are clean and wrinkle-free.
- **Pay attention to grooming:** Hair should be clean and styled, and any facial hair should be trimmed. Avoid wearing strong fragrances or excessive makeup or jewelry.
- **Dress for comfort:** Make sure your attire is comfortable and allows you to move freely. Avoid wearing shoes or clothes too tight or uncomfortable.
- **Make sure your appearance is consistent with your resume:** If you have a certain style in your resume photo, make sure your appearance follows that style during the interview. Dress appropriately for the job role.

Positive first impressions that show professionalism are crucial, as they reflect your attitude toward the job role and your work style.

Examples of Good Grooming and Clothing for Video Call (e.g., Zoom and FaceTime) and In-Person Interviews



Chauffeur Interview
Grooming and Outfit Example



Domestic Couple Interview
Grooming and Outfit Example



Estate Manager Interview
Grooming and Outfit Example



Housekeeper Interview
Grooming and Outfit Example

TIP 4)

Make Sure You Understand the Job's Duties and Requirements

Before attending an interview, you must clearly understand the job's duties and requirements. This will help you show your knowledge of the role and be able to explain why you are a good fit for the position, including what relevant skills and experience you have. Here are a few suggestions to help you understand the job's duties and requirements:

- **Understand the job description:** Make sure you thoroughly understand the duties, responsibilities, and requirements of the role you are applying for. If you are unsure of what a position involves, please ask someone from the agency to share more about the job before your interview.
- **Prepare questions:** Write down any questions about the job or household culture in advance. This will show the interviewer you have researched and are interested.
- **Identify your strengths and weaknesses:** Reflect on your skills and experience and consider how they align with the job requirements. Be prepared to explain how you can contribute to the role and address any potential weaknesses.
- **Ask for clarification:** If there is anything you don't understand about the job or the company, ask the interviewer for clarification.

By taking the time to understand the job's duties and requirements, you can tailor your interview responses to showcase your skills and experience and show why you are a good fit for the position.

TIP 5)

Submit a Current Version of Your Resume with Your Latest Jobs Listed

Submitting a current version of your resume with your latest jobs listed is an important step in the interview process. A well-organized, updated, tailored resume can help you make a good impression on the interviewer and demonstrate your qualifications for the role. Here are a few tips to help you create an effective resume:

- **Tailor your resume:** Make sure your resume is tailored to the specific job you are applying for. Highlight any relevant skills, experience, and accomplishments that align with the job. For example, if you are applying for a Housekeeper/Cook position, include your housekeeping and cooking skills and experience.
- **Use keywords:** Research the job description and use keywords related to the role in your resume. This can help your resume get noticed by the hiring manager.
- **Keep it concise:** Avoid lengthy paragraphs and keep your resume to the point. Use bullet points to make it easier to read and understand.
- **Include your most recent jobs:** Make sure your resume includes your latest jobs and your most relevant experiences. This will help the interviewer better understand your qualifications and career progression.
- **Proofread and spellcheck:** Carefully proofread and spellcheck your resume for any typos, grammatical errors, or inconsistencies. Ask a friend or family member to review your resume before submitting it.

By submitting a current version of your resume with your latest jobs listed, you can show attention to detail and professionalism.

TIP 6)

Don't Complain About Any Past Employers

During an interview, it's important to present yourself positively and professionally. This includes avoiding complaining about any past employers or colleagues. Negative comments can make you appear unprofessional and may damage your chances of landing the job. Here are a few suggestions to help you avoid complaining about past employers during an interview:

- **Focus on the future:** Instead of dwelling on past issues, focus on the future and your goals for the role you are applying for. Demonstrate excitement and enthusiasm for the opportunity in front of you rather than complaining about your last employer.
- **Be positive:** Even if you had a tough experience with a past employer, try to frame it in a positive light. For example, you could say, "I learned a lot from that experience, and it helped me grow professionally." Know your reasons for leaving past employers, especially if they have been negative experiences.
- **Avoid speaking poorly of others:** Do not speak poorly of your past colleagues, supervisors, or managers. This may make the interviewer question your ability to work well with others or they may think you have a negative work ethic.
- **Be professional:** Regardless of your experiences with past employers, it's important to remain professional and respectful.

By avoiding complaining about past employers during an interview, you can show your positive attitude and professionalism.

TIP 7)

Be Ready to Answer Common Interview Questions

“Tell me about yourself.”

“Walk me through your resume.”

“Why are you looking to leave your current position?”

(if you are working in a job).

Most people know the interviewer will likely ask you these questions, so be ready to answer these common questions. Here are suggestions to help you prepare for these questions:

Tell me about yourself: This is often the first question asked in an interview and it allows you to introduce yourself and highlight your relevant skills, experience, and accomplishments. When answering this question, focus on your professional background and how it aligns with the job you are applying for. Keep your answer concise, focusing on your most relevant experiences and accomplishments. Try to avoid starting from 20 years ago and then moving forward. The past 5-10 years are often most important.

Walk me through your resume: This question allows you to highlight your skills and experiences in more detail. Be prepared to discuss your education, work experience, and any relevant accomplishments. Focus on your most relevant experiences and their alignment with the job requirements. Be prepared to discuss gaps in your work history and how you have continued to develop your skills and experience.

Why are you looking to leave your current position? Be honest and professional when answering this question. Avoid speaking negatively about your current employer and focus on why you seek new opportunities, such as new challenges or growth opportunities. Emphasize your enthusiasm for the role you are applying for and how it aligns with your career goals.

By being prepared to answer common interview questions, you can show your knowledge, qualifications, and organizational skills.

TIP 8)

Show Real Interest in the Job You're Interviewing For

Showing genuine interest in the job you're interviewing for can help you stand out from other candidates and demonstrate your enthusiasm for the opportunity. Here are suggestions to help you show real interest in a job during an interview:

- **Understand the position:** Before the interview, take the time to get a good sense of the household culture and the role you are applying for. This will help show the interviewer you are interested in working for the family and understand what will be required in the job.
- **Ask questions:** During the interview, ask thoughtful and informed questions (that you have prepared) about the household and the position.
- **Be enthusiastic, but not too over the top:** Show enthusiasm for the opportunity during the interview, but be careful to remain alert and composed.
- **Follow-up (if appropriate):** After the interview, share your experience with someone from our agency so we can convey your interest in the job to the employer. We always love to hear how an interview went.

By showing genuine interest in the position you're interviewing for, you can convey your enthusiasm and qualifications for the role.

TIP 9)

Know the Current Pay Level for the Type of Job You Want

Knowing the current pay level for the job you want is an important step in preparing for a job interview. Below are tips to help you research the current pay level for a job (when in doubt, seek clarification from the agency):

- **Ask the agency:** The best way to discover what a position offers is to ask someone from our agency. We'll be able to tell you what salary a household offers.
- **Consider your particular background and the job location:** Remember that pay levels for positions vary based on experience, skills, and the employer's location. For example, the pay level for a Domestic Couple in Southampton, NY, will probably be higher than the pay level for a similar position in Cleveland, OH.
- **Be aware of commonly offered benefits:** Besides the base salary, ask us upfront whether there are other benefits included with a job. For example, health insurance, paid time off, and other perks vary from household to household, and these benefits can add significant value to a job.

By knowing the current pay level for the job you want, you can better understand what to expect in terms of compensation and benefits. If asked about your salary requirements, you can answer this question confidently.

Please remember that you should always discuss the estimated salary and expected job benefits with someone from Hamptons Employment Agency before telling a potential employer what you're seeking.

TIP 10)

Say “Thank You” to the Interviewer For Meeting

Leaving a lasting impression on the interviewer is important, especially after the interview is over and you’re saying goodbye. Here are suggestions to help you leave a positive impression and make a lasting impact before your meeting ends.

- **Maintain positive body language:** Throughout the interview and until you leave, maintain positive body language. This includes a firm handshake, maintaining eye contact, and smiling. Your body language can speak volumes and help to reinforce a positive, confident impression.
- **Summarize your experience:** Before you leave the interview, consider taking a moment to summarize your experience and how they align with the job requirements. This can help to reinforce your interest in the job and your qualifications.
- **Ask relevant questions:** Use the opportunity to ask the remaining questions you have about the job or the household.
- **Show appreciation:** Thank the interviewer for their time and express your appreciation for the opportunity to interview. This will help to build rapport and make a positive impression.
- **Follow up with our agency:** Share with someone from the agency how your interview went. Assuming your interview went well, this will help us to convey your enthusiasm for a position to the employer.

By leaving a lasting impression, you can demonstrate your interest in the job and show the interviewer that you’re the right candidate for the job.

ABOUT HAMPTONS EMPLOYMENT AGENCY'S PRESIDENT

Aleksandra Kardwell is president and founder of Hamptons Employment Agency, Inc. (HEA), an award-winning domestic staffing firm with offices in New York City, Southampton, Boston, and Boca Raton. She has 20 years of experience in the domestic staffing field.

Aleksandra holds a B.A. in Finance and Banking from The School of Management and Banking in Krakow, Poland. She completed Columbia Business School's Executive Education Program in Personal Leadership and Success. Aleksandra was chosen for these awards:

- ◆ Acquisition International's 2021 Most Influential Domestic Staffing Business Leader (USA) Award
- ◆ Schneps Media 2021 "Power Women of East End" Award
- ◆ Long Island Press 2020 "Power Women in Business" Award
- ◆ Long Island Business News (LIBN) 2019 "Top 50 Women in Business" Award
- ◆ Schneps Media 2020 "Power Women of Long Island" Award, and
- ◆ Long Island Business News 2014 "40 Under 40" Award

Aleksandra lives on the beautiful East End of Long Island, NY, with her husband, daughter, and son. You can contact her by phone at 631-204-1100 or by email at akardwell@hamptonsemployment.com.

To register with Hamptons Employment Agency to apply for great domestic jobs, please visit the following web page today:

<https://hamptonsemployment.com/register-for-domestic-jobs>

Please note: You only need to register one time with us.

ABOUT HAMPTONS EMPLOYMENT AGENCY, INC.

Hamptons Employment Agency, Inc. (HEA) is an award-winning domestic staffing firm serving North America and beyond. Founded by Aleksandra Kardwell in 2011, Hamptons Employment Agency is licensed, bonded, and insured.

With offices in New York City, Southampton, Boston, and Boca Raton, HEA helps pair domestic professionals, such as managers, housekeepers, couples, chefs, chauffeurs, and others with families and other private clients. HEA's clients include a wide range of employers, such as private, low-key families, and some of the world's most well-known people, such as CEOs, government officials, and Hollywood actors.

Due to Hamptons Employment Agency's professionalism and client focus, HEA was proudly voted the 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, and 2012 Best Domestic Agency—Platinum/#1—by readers of Dan's Papers. Hamptons Employment Agency is also rated 4.9/5 on Google and Facebook (as of early 2023), and the company is a member of the Better Business Bureau with an A+ Rating.

To register with Hamptons Employment Agency to apply for great domestic jobs, please visit the following web page today:

<https://hamptonsemployment.com/register-for-domestic-jobs>

Please note: You only need to register one time with us.

Not Yet Registered with Hamptons Employment Agency?

Registering with Hamptons Employment Agency to apply for great domestic jobs is easy—there are just three steps!

- 1) Do Your 10-Minute Online Video Interview
- 2) Submit Our Online Applicant Agreement
- 3) Submit Your Online Job Application Form

Please visit the web page listed below today to get started!

<https://hamptonsemployment.com/register-for-domestic-jobs>

We look forward to working with you!

Please note: You only need to register with us one time.

DOMESTIC STAFFING



ELEVEN YEARS IN A ROW



Rated A+, as of 2023



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Aleksandra Kardwell, President
& Author of *How to Find, Hire, and
Keep the Right Domestic Professionals*

