



# Tips for Interview Success

## **Q: How do I search and apply for jobs?**

A: The merger of IGT and GTECH brought two global leaders together as one. As we move forward with the integration of the two companies, we have exciting career opportunities in what was legacy IGT and GTECH and is now IGT. We are working diligently to integrate our recruiting system too. In this interim period, you encourage you to search for opportunities on both career sites.

Great positions can be found in both the [legacy GTECH system](#) and the [legacy IGT system](#).

To search and apply for a position with IGT, view our current opportunities by clicking the Search Jobs buttons located throughout the Careers web site. You can search for jobs based on location or specific criteria to match your interests. You can also put our Job Search Agents to work for you. Tell us about your ideal job and the Job Search Agent will automatically notify you via email if a position that matches your specified interests becomes available. Check back often, as jobs are updated daily.

Just remember to search in both databases until we get onto a single system.

## **Q: What is the hiring process? How long until I hear from someone?**

A: When you submit your resume online, it is routed to the appropriate recruiter. If your education and experience match the position's requirements, your resume will be sent to the hiring manager for review. From there you may be contacted for an initial phone interview by either the recruiter or hiring manager. We receive hundreds of resumes every day so please be patient. Every resume received is reviewed by a member of the recruiting team. All potential new hires must complete and pass a background check. Some new hires may also have to have their driving record reviewed. In addition, some new hires, depending on the nature of their job, may be required to obtain appropriate licensing and registration as stipulated by certain gaming jurisdictions.

## **Q: How do I build a great resume?**

A: We want you to succeed. That's why we're providing tips and tricks about how to write a killer resume, ace the interview and join our team.

Good resumes are clear, concise and full of valuable details. Here are some tips for writing a memorable resume:

### **Specifics**

We want to read about specific accomplishments opposed to vague facts.



Mediocre: *"Improved sales."*

Improved: *"Increased sales 50 percent by implementing a new sales plan."*

Mediocre: *"Managed other employees."*

Improved: *"Managed five employees who collectively met each quarter's sales goals."*

Quantify your accomplishments: What was the result? How much? How long? Answer those questions to best explain your relevant experience.

### **Mechanics**

Perfect spelling and grammar are essential. Anything less is simply unprofessional. Use spell-check and beyond that, have someone who is strong in spelling and grammar proofread it. A mistake could be the difference between getting an interview and getting your resume tossed.

### **Focus**

Be sure your objective statement is focused. Don't tell us about your life's goal. Instead, write about your specific job goals and how they relate to the position. Then compose your education and work experience information to clearly support your objective. Unless they specifically relate to the position, omit personal information such as age, photos and hobbies.

### **Presentation**

For all formats, consistently use one clean typeface such as Arial or Times New Roman ranging in size from 10 pts. to 14 pts. For a hard copy, use a high-quality paper and save the colored paper for arts and crafts; you might see using it as a way to stand out, but a potential employer might see it as goofy. Keep it simple.

### **Honesty**

Never lie or exaggerate on a resume and include all employment information; a good rule of thumb is for the past 15 years. A background check will show all of this information, so you might as well include it in your resume now. Also, steer clear of negative comments. Not everything on your resume will thrill you, but don't complain, be careful with criticism and stay positive.

## **How to Ace the Interview Process**

### **Q: Where do I go for my interview?**

A: Confirm with the recruiter or the hiring manager where your interview will take place. In some cities, IGT has multiple offices.



## **Q: How do I ace the interview?**

A: A good interview consists of the same things a good resume does; neatness, specifics and enthusiasm. Here are some detailed tips on how to knock their socks off in an interview:

### **Presentation**

Even if you're interviewing with a relatively casual company, dress professionally. Press your outfit, polish your shoes and look sharp.

### **Preparation**

You should know as much as possible about our company. Our web site is filled with good information. Be sure you can proficiently answer the question "What do you know about IGT?" Learn about our company's history, locations, departments and even some of our products. Review the information ahead of time and even right before your interview, just so it's fresh in your mind. Double check your interview time, location, interviewer's name and show up at least 10 minutes early.

### **Communication**

Don't ramble. Keep your answers succinct and provide relevant information. On the flipside, interviewers shouldn't feel like they're pulling teeth, so try to fully answer a question and remain responsive. Another tip: no cell phones. Leave it in the car along with food, drinks and anything else having nothing to do with your interview. All you need is your resume and you.

### **The Right Answers**

Listen carefully to the question. Sometimes candidates don't always answer what's being asked. Also, just like your resume, provide specific examples of your successes and how they relate to the position. And although it may seem obvious, never bad mouth a previous employer. Remain positive and communicate why your experiences will benefit the company.

### **The Right Questions**

Have a list of questions ready for your interviewer. You might gather these while researching IGT or you might form a few during the interview. Good questions show you're truly interested.

### **Follow Up**

Regardless of whether you think you bombed or aced it, follow up your interview with a "thank you" email or written note. Take this opportunity to reiterate why you're the best for the job.



## **Phone Interviews**

Although they're casual, phone interviews are not informal. We use them to:

- Discuss matters with a candidate prior to an official meeting
- Address discrepancies in a candidate's background
- Conduct an informal introduction and discuss the position