

Candidate FAQ



Everything you ever wanted to know about being represented by TRU's talent agents.

How do I get started with TRU Staffing Partners?

The fastest way to contact an agent at TRU is to apply for any of our [TRU job openings](#) that interest you! You can also [submit your resume](#) to join our candidate roster.

Why should I work with TRU instead of finding a job on my own?

Our depth of knowledge about the hiring company, hiring manager, and role you seek takes the guesswork out of the interviewing process and how to best position yourself to get the job. Plus, TRU resumes get reviewed by our clients before any online portal submissions.

When working with TRU, does all my information remain confidential?

Yes. All information remains confidential, and TRU does not submit your resume to a client without your express permission.

What are the advantages of working as a contract professional?

Contract positions traditionally help you bridge a gap in full-time employment, gain valuable work experience, and "get your foot in the door" of a company. For TRU contractors, contracting has become a professional pathway to a higher salary, while working on challenging privacy, ediscovery, and cybersecurity projects. For more on this, check out our Contract Staffing page.

Should I be exclusive with TRU?

Candidates who work with us exclusively get priority. We are confident that you will find our style of representation to be so superior that you won't want to work with anyone else. However, if you are working with someone else, it is essential that

you know where they've submitted you as we are not able to represent you anywhere you've been submitted recently.

Will TRU contact me at work?

We prefer to communicate via personal cell phone and email, and so should you. We do not want to expose your job search to your current employer by calling and emailing you at work. If you cannot check personal email during business hours, or do not get cell reception in your office, let us know and we will devise a mutually agreeable process for communication.

Can I send out my resume directly while working with TRU?

Don't self-submit without checking with us first. Typically, we have direct relationships with hiring managers that can get you to the front of the line faster than if you were to self-submit. If we don't have those relationships, we will let you know right away.



Can I contact a company directly?

Do not contact the company directly other than to send a thank you after your interview. Your contact with prospective employers should be through your TRU representative unless otherwise directed.

How should I prepare my resume?

Please make sure your resume:

- Is carefully edited and proofread. We'll put another two or three sets of eyes on it, but we can't stress enough the importance of correct spelling and grammar. Your resume is your first impression.
- Is accurate. Dates of employment should not be estimates, as they will often be verified by background checks. Round to the month, but not the year. Do not omit a job from your chronology, even if you were only there a short amount of time.
- Is the proper length. Follow the two-page rule. If your resume is more than two or three pages, it's probably too long. If your resume is one page, it's likely too short. Clients want to know as much about your recent job experience as possible. Your current position should consume the bulk of the first page of your resume.
- Is chronological. List your jobs in chronological order from most recent to oldest, with education at the bottom.

- Integrates your skills and experiences. Separating all your skills and experiences, and then bullet pointing your dates of employment, is not an acceptable solution. Experience and employers must be linked in the resume.

Does TRU change my resume?

We will edit your resume for spelling and grammar, and add a TRU header so that potential employers know who represents you. We ask that you always take your TRU resume with you on interviews for consistency.

Do I need to have degree verification?

Prepare for degree verification. This can be time-consuming if you don't have the right records. Make sure you have a copy of your diploma and college transcript available. Get in touch with the bursar's office at your university if you do not have these documents.

Do I need to have references?

Yes, you will need three professional references — two of whom should be former supervisors. Have the names, emails, titles, relationship to you, and phone numbers for these references ready before you start interviewing. Save peers for optional references. Do not use anyone from your current employer as a reference, since references will be checked before you give notice. If one of our clients requires a supervisory reference from your current employer, we always negotiate that those references are only checked after an offer has been extended and accepted, and you have cleared all other background and reference checks.

What should I expect when I speak with a TRU representative?

This first call will usually last 20-30 minutes. Your TRU talent agent will flesh out the details of your career experience and aspirations so that they can find the perfect fit. This person will be your primary point of contact throughout the interview process for preps, debriefs, placement resolution, and salary negotiation.

What is the next step after I speak with a TRU talent agent?

After a thorough evaluation, your representative will provide you with recommendations of where we would like to submit you. You will then have a follow-up call to discuss. Once you confirm interest, we will submit candidacy for consideration.



What happens if TRU doesn't have open positions that match my skills and experience?

Just because we don't have an open position for you today, doesn't mean we won't tomorrow. If, for some reason, your skill set and experience doesn't match with the types of positions we fill, we'll let you know. We will give you some suggestions for how to fill in the gaps with more education and/or experience so that we might help place you in the future.

[Click here to learn more about the TRU Scholarship Program.](#)

What if a customer of TRU's that I'm on contract with approaches me about conversion to a full-time role?

Always redirect the customer back to your TRU talent agent to handle any negotiations on your behalf. That's what we're here to do!

What happens if I get selected for an interview?

The TRU scheduling team will handle all scheduling and logistics for interviews. When you are contacted to schedule an interview, follow-up call, or to solicit additional information, please return correspondence in no more than 24 hours. Even small delays can play out to your disadvantage.

When should I be ready to interview?

Once we submit your resume, be ready to interview immediately.

What should I do if I have limited availability for interviews?

If you have time off, training, or other travel planned while you are actively interviewing, let TRU know the dates you will be unavailable as soon as possible. Past that, if you have a vacation planned within 12 months, let us know.

How should I prepare for an interview?

A TRU representative will prep you for every interview you go on. During these preps, we'll cover:

- The company and the people at the company who'll interview you
- Questions you can expect to be asked at the interview
- Advice on fielding challenging questions
- How to handle salary questions
- What to wear

Plan to attend prep meetings in a place where you can talk freely, take notes, have access to the internet, and be heard clearly.

These preparation calls can be challenging, as we will be expecting you to answer questions as if you were on an interview. The more seriously you take prep meetings, the better your interviews go. We help bring out the best in you prior to your interview.

How should I address my salary during an interview?

TRU will handle salary negotiations with your prospective employer. Your TRU talent agent will explain to you how best to handle financial questions if they come, and TRU contractually requires most of our clients to allow TRU to negotiate compensation on your behalf.

What should I wear to my interview?

Dress for success. Your TRU representative will go over the appropriate clothing for an interview, but err on the conservative side.

When should I arrive for an interview?

For in-person interviews, arrive 10-15 minutes early. For virtual interviews, plan to be logged on about five minutes before start time.

What happens if I am late to a scheduled interview or if I can't find the location?

If you are running late, need to reschedule, or have any other last-minute questions — contact the TRU Scheduling team at scheduling@trustaffingpartners.com.



What should I do after an interview?

After every interview, contact your TRU representative immediately. We'll want to know the play-by-play details:

- What questions did they ask you?
- What questions did you ask them?
- Did you learn anything new?
- Did they talk about next steps?
- Did money come up in conversation?
- How long were you in?
- Did you meet everyone scheduled?
- Did you meet anyone new?
- Did anything come up that surprised you?

By discussing your interview immediately after, we gather gut-reaction insight into your thought process, and provide advice and guidance for future interviews.

Follow-up interviews receive the same amount of attention as the primary interview in terms of scheduling and prepping, so be sure to stay on top of all of your TRU activity. Talk to your agent weekly, if not daily.

What happens if I get an offer?

If all goes well, the client will make an offer. This offer is contingent on background, reference, and/or conflicts checks. TRU will handle and negotiate all aspects of the offer related to your starting salary, benefits, and vacation, so being open and honest about your needs and current package is essential. If you decide to accept the offer, call your references and let them know to expect a call from the hiring manager of your future employer. Things can move quickly in this phase, so be on top of your correspondence.

What if I want to decline an offer?

If you have changed your mind and don't want to accept an offer, please tell us immediately. It hurts TRU's reputation and your credibility if we give a list of demands, those demands are met, and you don't accept the job. Being candid about your thought process is essential.

When and how should I give notice at my current job?

Don't give notice before signing your offer letter and getting the green light from your TRU agent. When you give notice, make sure you put it in writing, but also speak to your supervisor. Set expectations for what you will complete before you leave, and meet those expectations. Set a clear end date. There's no reason to burn bridges anywhere; leaving a company with class and grace is important to your reputation and career. Once you accept an offer, TRU will send you our proprietary resignation packet, which will include sample notice letters and literature about how to resign in the best way possible.

What if I receive a counteroffer?

Resist this temptation. According to The National Business Employment Weekly, four out of five people who accept counteroffers are fired, replaced, or leave on their own within six months. Those are not good odds. We never encourage our clients to make counteroffers and never encourage candidates to accept them.

What happens after I accept a position through TRU?

We're confident you'll love your new role. In most cases, everything at the new position will be smooth sailing, and we will always be here for guidance or career advice as you need it. If, however, you have questions or concerns about your job, your TRU agent is the perfect resource. In many cases, our longstanding relationship with the company will allow us to put you in touch with the right people to help resolve any problems or concerns you might have.

What if I want to leave the position in which TRU places me?

If, at any point, you are considering leaving your new position, whether it is within a month or years later, reach out to your TRU representative. We'll advise you and talk you through your options.

TRU Staffing Partners

TRU Staffing Partners is a globally recognized, award-winning contract staffing and executive placement search firm representing talent and opportunities in data privacy, ediscovery, and cybersecurity. TRU represents tens of thousands of active and passive job seekers and has successfully placed thousands of professionals in the Fortune 1000, Am Law 200, and global software, service provider, and consulting firm communities.



[Find a TRU Recruiter](#)

