

# Frequently Asked Questions About Recruitment and Interviews at Trion, a Marsh & McLennan Agency

## **How do I apply for a position?**

Review the complete list of jobs or conduct a search for a job, open a job description in which you wish to review, and then scroll to the bottom of the description to click apply. If you are a returning user, you will be asked to log in by entering your username and password. If you are a new user, click "Please Register" to begin the registration process.

## **Do I have to apply online?**

Yes. Please do not email us your resume.

## **How many positions should I apply for?**

You can apply for as many different positions as you would like. However, it is best not to apply for positions where you do not meet the stated requirements and you should not apply to the same position more than once.

## **Should I apply more than once for a position?**

Applying to a position more than once is beneficial only if you need to update your profile, cover letter or resume. You may also log in to your account to update your resume without needing to reapply.

## **I am receiving error messages when I apply, what should I do?**

If you are experiencing issues applying for a particular job on our website, please submit your resume, cover letter, and salary requirements via email to [careers@trion.com](mailto:careers@trion.com). To ensure proper tracking of your application, please make note of the title and job identification number in the subject line of the email. Please be advised you may be asked to return to our website to apply following proper procedure once the system issues are resolved.

## **When will I hear from someone about my application?**

A member of our recruitment team will contact you should your skills match a position and we are interested in pursuing your application further.

## **Can you tell me if a job has been filled?**

If you do not see a particular position listed, it has been filled or it is no longer available.

## **Will Trion conduct background and reference checks?**

In most cases, references are conducted after an applicant has been extended an offer of employment. All offers are contingent upon a successful completion of a background check, which will be conducted at the time an applicant has accepted an offer of employment.

## **What time should I arrive for an interview?**

You should arrive at least 15 minutes prior to your interview time. If you arrive earlier than that, please do not contact HR until 10-15 minutes before your interview time. Make sure to familiarize yourself with directions prior to your interview.

**What should I do when I arrive for my interview?**

Sign in at the visitor's table using the visitor's log and use the lobby phone to contact the recruiter. In the event that he/she does not respond, please dial the back-up contact listed in the interview confirmation email you were provided. The recruiter or a member of HR will greet you 5-10 minutes before your interview.

**What should I wear to an interview?**

Although the daily work attire at Trion is considered to be business casual, it is always in a candidate's best interest to dress formally for an interview. Candidates should wear business professional attire.

**What should I bring to an interview?**

A note pad, pen, several copies of your resume, references, examples of your work if applicable, and questions about the job or the company.

**Is there anything else I should know for an interview?**

Here are some basic things to remember:

- Make sure to research Trion and be familiar with the posted job description.
- Prepare questions for your interview.
- Silence or turn off your cell phone.
- Ask for your interviewer's business card or contact information.
- Ask your interviewer when he/she expects to make a decision during your interview.
- You can follow up with a thank note, but don't repeatedly call or email to ask about your status.