

# Interview Preparation

It is important to be well prepared for each interview that you attend, below are some tips which will help you make the right impression and if you need any further help, please call us today and one of our experienced consultants will only be too pleased to help you.

## Punctuality

Always know exactly where you are going before you set off for your interview. If you are able, it always helps to do a 'dummy run' before your actual interview date. This will ensure you know how much time to allow before you set off. It will also let you know if there are any road works you should allow extra time for. Being late for an interview no matter what the reason will always set a negative tone. Also, if you arrive too early please wait and only announce your arrival no more than ten minutes before your appointment time.

## Nerves

It is natural to feel nervous before an interview. Nerves are not necessarily a bad thing they show your potential employer you care! But if you are too nervous you are more likely to rush the interview and forget the key points. Remember your interviewer is willing you to succeed and will fully understand your nervousness. Take plenty of deep breaths and breathe out slowly, this will encourage you to slow down and help you to create a more confident impression.

## Make an Impression

Think about how you dress and prepare for your interview. Before you attend your interview we will tell you everything you need to know about your potential employer including their dress code. Whilst they may be very casual we would ask that you avoid wearing jeans and trainers. Making a good impression normally starts with your appearance so the smarter the better always helps. Once you are employed you can always adjust your dress accordingly.

## First Impression

Your interviewer will make a judgement about you before you even open your mouth - he/she will note your body language. Make a confident entrance! Make sure you look the interviewer in the eye and ensure that your handshake is nice and firm and always say "it's a pleasure to meet you". It is very difficult to project a confident and enthusiastic manner if you slouch back in your chair. Sit up nice and straight and slightly lean forward. Maintain constant eye contact, this will help give you a confident style. It is important to maintain eye contact during the entire interview. If you are being interviewed by a panel give around 3 or 4 seconds of eye-contact randomly to all the individuals on the panel. Avoid staring at any specific individual.

## Speaking Clearly and Confidently

When you speak you want the interviewer to sit up and take notice of what you say. Remember the first impression is normally the lasting impression. If your words are unclear or muddled your interviewer will quickly lose interest. Take your time over each word and avoid saying 'you know what I mean' the chances are he/she will not.

Criticising previous employers or colleagues

This can give employers the wrong impression of you and can make them question what you would say about them in similar circumstances. Instead of highlighting the mistakes of others, emphasise the positive steps you took in order to overcome them, showing how pro-active you can be.

## Typical Interview Questions

Obviously, each interviewer is different but we have picked a selection of the more common questions asked at interviews. Please take the time to read down the list and give some thought to your answers on the questions that might be applicable.

- Why are you looking for a new job?
- What is the reason you are looking to leave your current job?
- How much do you know about our Company (this is a common question so impress your interviewer by checking their website before your interview, to familiarise yourself with their products/services etc.)?
- What is your strength and what is your weakness?
- Greatest achievement in your current/last job?
- What is your ambition - where do you see yourself in the next 5/10 years?
- Do you prefer to work alone or in a team environment?

## Your Participation to the Interview

To greatly increase your chances of being offered a job you must engage your interviewer/s by asking them lots of questions, particularly about the Company and the job role you are being interviewed for. Showing a keen interest in their Company will greatly impress them.

Try and avoid asking questions about the salary, holidays and benefits. These will have been explained to you prior to the interview and can be clarified once you have been offered a position.