



Interview Hints & Tips

Help?!

The most common thing to happen to people on interview is that they become very nervous and clam up.

The interviewer will take this into consideration however – it is not uncommon. Within the first five minutes of your interview the interviewer will already have made an impression of you and whether you would fit in to their company. Likewise you will also be assessing the company to see if it is somewhere you would like to work. Try to relax and enjoy the interview.

Preparation

You are well advised to seek out anything you can about the company. Go to your nearest reference library, look on the Internet, read the trade press or contact people you know in the industry.

Make a list of possible questions you may be asked and prepare your answers. Be prepared to ask questions at the interview (see below for ideas).

The Interview Itself

- Ensure you are well groomed but still comfortable in your interview outfit. Do not wear body jewellery.
- Under no circumstances should you arrive late. Plan your journey in advance and give yourself plenty of time to overcome the hazards of train delays and traffic jams. If for any reason you do get delayed, telephone your consultant with your estimated time of arrival.
- Creating a good rapport is important. Greet your interviewer(s) by name, with a smile and a firm handshake.
- Throughout the interview maintain eye contact with your interviewer(s) and watch your posture.
- It is possible to anticipate and prepare for interview questions, as many interviews are conducted along the same lines. i.e. you as a person, your work history, skills and experience, about the company and the job itself.
- Don't waffle or avoid difficult questions. When you are asked a question remember that this is an opportunity to sell yourself. Try not to give many 'yes' or 'no' replies.
- If you feel that the interview is not going well, do not be put off. Some companies use this technique to test your reactions.
- Be positive and never talk negatively about your current or previous employer.
- Remember to ask the questions you prepared before the interview (see below). It is acceptable to bring notes in to the interview with you.

- Do not ask about salary, holidays or benefits at first interview stage.
- If you are interested in the job, make sure you let the interviewer(s) know before you leave by saying why you like the role. When an employer is faced with two equally capable candidates they will offer the job to the candidate who showed the most interest in their company.
- Thank the interviewer(s) for their time.
- Remember, however skilled you are, a positive attitude makes you stand out from the crowd.

If you have any further questions, please do not hesitate to call us, we are here to help.

Example questions that you may be asked

- Describe your present duties and responsibilities.
- Why do you want to leave your present job?
- Why do you want this job?
- What are your strengths and weaknesses?
- Why have you changed jobs so often?
- Is there anything else you want to know about the job or the company, or that we should know about you?

Example questions you could ask

- Is this a new or existing position?
- Can you describe the areas of responsibility?
- Who would I report to & be working with?
- How many in the department?
- Can you talk me through a typical day?
- Can you show me where I would be working?
- Are there any times when the department is busiest?
- What more can you tell me about the Company? (how long established etc)
- Do you run training courses?
- What are the standard office hours? Is overtime required?
- Are you holding second interviews?
- When would you like someone to start?

Good Luck!
Call us after you interview to
let us know how you got on.