

# Interview Tips

So you've landed the interview, now what?

Our Consultants are here to successfully prep you ahead of your interview, plus with the help of this guide we will help you land your dream job! But remember, an interview isn't just the potential employers chance to get to know you but it is also your chance to decide if you want to join their company.

### **Preparation is key!**

Make sure you research the company you are hoping to join by looking through their website and social media to get a feel for the company's ethos and image. Make sure you have a clear understanding of what they do/provide and what the role that you are interviewing for entails.

It can be useful to identify the key skills your potential role will involve and think of examples within your own work history that may come in handy during the interview.

It is always best to spend some time running through practise questions, turn over to run through our suggestions. Plus have a few good questions to ask the interviewer at the end of the interview.



### **On the day!**

Follow these top tips to ace your interview:

- Dress accordingly by making sure you look presentable and well groomed. Keep all jewellery and make up to a minimum ensuring you look professional and like their next employee!
- Plan your journey in advance so you know you will arrive in plenty of time with time to spare in case of traffic jams and public transport delays. Keep your Consultant informed if you are going to be late so we can let the client know.
- First impressions count! Greet your interviewer with a smile, a warm hello and a firm handshake, this will help build rapport right from the get go.
- Be confident in yourself by maintaining eye contact, open body language and sitting up straight.
- When answering the interviewers questions, don't waffle – be clear and concise in your answers. Try not to give too many 'yes' or 'no' answers, remember you are trying to sell yourself.
- Don't be discouraged if you think the interview isn't going well, some companies use this technique to test your reactions, so take a deep breath and carry on.
- Speak positively of yourself and your current and previous employers, you don't want to come across as having a negative attitude.
- Make sure you end the interview by asking some intelligent questions about the company and/or the role. But don't ask about the salary, holiday or benefits at first interview stage.
- Tell the interviewer enthusiastically what you like about the role.
- Always thank the interviewer for their time and make sure the interview finishes positively.

### **After the interview:**

Call your Consultant and let them know how you got on! We will be the middle man between you and the client so we will pass on all feedback to both parties.

### **Practise makes perfect – try our practise questions with a friend or family member**

Questions the interviewer may ask you:

- Tell me a bit about yourself  
*Make your answer relevant to the job, highlighting skills and experience that relates to what the role entails. Prove why you are the one for this role.*
  
- Describe your present duties and responsibilities  
*Again highlight areas and skills within your current role which would be beneficial to the position you are interviewing for*
  
- Why do you want to leave your current role?  
*Keep it positive! Phrase your answer in a way that shows you want a new opportunity, career progression (if applicable) or the reasons why their company is a better fit for you*
  
- Why do you want this job?  
*Explain what drew you to the role and the company, be enthusiastic about it and explain why it is a better fit for you than your current role*
  
- What are your strengths and weaknesses?  
*Choose strengths which are relevant to the job and be specific about how that strength can be beneficial to your potential new employer. Explain weaknesses that you are current working on improving and how you are doing so.*
  
- Why have you moved jobs so often?  
*Explain what you learnt from each role and how those skills and experience can be transferred into the role*
  
- Do you have any questions about the role?  
*Ask insightful questions about what the role entails and how the company operates. See below for our suggestions.*

### **Example questions you could ask:**

- Is this a new or existing position?
- Can you describe the areas of responsibility?
- How many people are in the team/department?
- What would a typical day involve?
- What more can you tell me about the Company?
- Where do you see the company going in the next 5 years?
- What would make someone really successful in this role?

**Good Luck!**