

Interview Tips

Interviews can be nerve racking experiences but the more prepared you are, the better you will perform. Your consultant will brief you on the specifics of your interview but these basic tips always apply.

- **Do your research**

Find out as much as you can about the company you are going to see and the role you are being interviewed for.

- **Arrive on time**

Plan your journey the day before to avoid any additional stress on the day. A late arrival can be an instant no.

- **Make a good first impression**

Dress for success! It has been said that interviewers make an impression within 8 seconds so making a good first impression is essential. Plan your outfit in advance and look, act and dress professionally. Smart, clean and neat presentation, a confident introduction and a firm handshake are essential.

- **Body Language**

Try and relax, be yourself and look interested. Sit up straight and maintain good eye contact.

- **Anticipate likely interview questions**

Each question is an opportunity for you to demonstrate your suitability for the job so prepare for common interview questions in advance. Strengths/weaknesses, ambitions, long-term plans and achievements are often asked about. Try to anticipate which situations are most likely to arise in the job, as the interviewer may want to know how you would deal with a specific problem or ask you to take part in a role play. Be prepared to back up your statements with evidence and practical examples from your experience. Your consultant will offer advice about how to tackle these if you are unsure.

- **Never criticise your current or previous employer**

Always use positive reasons (such as prospects or individual development) when asked your motive for leaving.

- **Prepare Questions**

Always prepare questions you may want to ask as these demonstrate your interest and that you have done your homework. They should be considered and appropriate and should not relate to salary or conditions of employment - these are issues for discussion at a later stage.

- **Say Thank You**

Don't forget to thank them for seeing you at the end of the interview. If you are interested in the position then say so.