

INTERVIEW PREPARATION – THEY KEY TO SUCCESS

First Impressions – Body Language Counts

- You are on interview as soon as you pull into the car park or walk into the reception area.
- Present yourself with confidence. Be warm and friendly to the receptionist they are often asked their opinion.
- Shake hands firmly when introducing yourself to the interviewer and make eye contact.
- Don't sit down until you are invited to. *If you are being interviewed by more than one person and you have an opportunity to, choose a position that allows you to face all interviewers directly.*
- To demonstrate your enthusiasm and that you are actively listening lean slightly forward on the seat and nod in agreement at appropriate moments and maintain eye contact with the interviewer.
- Remain alert with good posture – don't slouch or cross your arms.
- Be aware of nervous habits – don't doodle on notes, click a pen, run hands through hair etc.
- Pause before answering questions.
- Don't worry about silences from the interviewer they give you time to think.

Be Prepared – Research

Make sure you know:

The nature of the company's business and when it was established.

How many locations they operate from – UK and internationally.

How many people they employ.

Visit the office location before the interview. Plan where to park and the journey time.

Visit their website but also use other sources for information eg Search Engines, local press, ask friends and colleagues.

Establish what the interview processes will be.

Prepare for any assessments

Be Prepared – Review The Job Description

Read through the job description and your cv

Highlight areas in your cv which demonstrate skills and experience required in the job description

Make a note of any areas which you feel you do not have specific skills and experience and know how you would address this if questioned in the interview.

Prepare scenarios which demonstrate your skills and experience.



Be Prepared – Typical Questions

It is common for people come up with the perfect answer to a question they were asked on interview on the way home rather than when they needed it. This is because they have had time to think about the question.

Being interviewed is a little like playing a role in play. Rehearse your answers and you will feel more relaxed on the day.

Write out the answer to each of the questions below making sure your answers reflect the position you are applying for. Even if the exact question is not asked you will have done enough overall preparation to able to deliver a good answer.

- Tell me about yourself?
- Why do you want to work for?
- Why do you want this job?
- Why do you want to leave your current job?
- Which job have you enjoyed the most and why?
- What don't you like about your current job?
- What relevant experience do you have for this position?
- What motivates you?
- Do you think ambition is a good thing?
- Where do you see yourself in 5 years?
- What are your strengths & weaknesses?

On occasion, particularly if the position applied for requires an individual to make quick decisions, work in pressurised environments or in a demanding team, the interviewer will want to establish how you perform under pressure. Remain calm even if you feel unable to answer the question, ask them to repeat it or say would it be possible to come back to it at the end of the interview. It is your reaction and body language that will make the impression.

More Challenging Questions

- What is the most enjoyable aspect of your current job?
- How would your current line manager describe you?
- How would the team you manage describe your management style?
- How do you feel you would adapt to a new working environment?
- What particular skill do you have that your current employer will miss if you leave their employment?
- Give an example of how you have dealt with a problem or conflict within the workplace?
- Is the customer always right?



What is the most difficult decision you have had to make?
What mistakes have you learnt from and why?
Sell me this pen?
Why should our company offer you the position?

Be Prepared – Ask Interesting Questions

Take a written list of questions with you to the interview. If the interview has answered all your questions you are able to demonstrate that you had given this part of the interview some thought by checking the list.

How long have you worked for the company?
What is the best thing about working for the company?
Can you describe a typical day in the role please?
How long would it be before you would expect me to be fully competent in this role?
How do you think I would fit into the team?
Would it be possible to see where I would be working?
Are there any opportunities to progress within the business?
Do employees have regular performance reviews/appraisals?
Does the company offer training – internal or external?
How many people are you interviewing for the position?
How long do you envisage it will be before you make a decision?

Try and ask one or two questions that are specific to the company/industry sector or job description.

Be Prepared – Dress Code

Knowing what to wear for an interview is more difficult today.
Traditionally men would wear a suit and women would wear a suit or smart skirt and shirt.

- Ask the agency what the dress code for the company is
- Drive by the office when staff will be arriving or leaving

Whatever the dress code a good idea is to “Dress Above The Rest”

Presentation is always commented upon amongst interviewers – make sure you make a good impression.