

# Interview Tips:

## Our guide to flourish at interview



### Research the Organisation

Potential employers will expect you to know about their organisation. Start by looking at their website, paying close attention to the products and services that they offer. Look at the history of the company and their latest press releases. If you really want to impress, why not look at the websites of their main competitors and highlight positive differences in the interview? Don't forget that your Consultant will, in most cases, know the interviewer, so make sure you ask them for any additional information.

### Rehearse Your Answers

Typically, you will only have an hour to get across your key selling points so it's worthwhile rehearsing what you want to say. Make a note of your key achievements, competencies and skills. Use specific examples to illustrate your suitability and note questions that you may want to ask - make sure

you take your notes into the interview! It's also a good idea to go over any of your weaknesses that may come out in the interview. No-one is perfect, and you'll come across much better if you are confident and well practised. Be positive about why you want to leave your current job and highlight the confidence previous employers have placed in you.

### Be On Time

It may sound obvious, but often people don't leave enough time to get to their interview. You must allow for travel delays or getting lost. Make sure that you plan your route well in advance and, if possible, go on a "dry run" prior to your interview. This will also help you to be more relaxed when you arrive.

### Your Presentation

You never get a second chance to make a first impression, so make yours count and always dress smart.

## Overall tips:

Being able to communicate effectively is key to succeeding at interviews. Here are a few tips:

- **Answer the question.**
- **Pause and think about your answers.**
- **Be concise and use specific examples to illustrate.**
- **Show interest, enthusiasm and energy.**
- **Be positive about why you want to leave your current job.**
- **Quantify the confidence previous employers have placed in you.**
- **Never speak badly of past colleagues or employers.**
- **Make the position you're interviewing for your chief objective. Let them know why you are suitable.**
- **Use your body language to your advantage be open, positive, upright and attentive, using eye contact and a SMILE!**



## Some questions you may be asked

The following are questions which are fairly typical in an interview, so it's a good idea to rehearse your answers. Make sure that they are brief and informative and highlight your successes.

- **Can you describe your current duties and responsibilities?**
- **Tell me how you normally cope with a lot of work.**
- **Why do you want this particular job?**
- **Describe how you spend an average day.**
- **What skills do you have that are relevant to this position?**
- **What duties do you enjoy most/least in your current role and why?**
- **Give me an example of a time when you showed initiative?**
- **Why do you want to leave your present job?**
- **Describe the last time you missed a deadline and why?**
- **What is your greatest achievement outside work?**

## Some questions you might like to ask

The following are questions which are fairly typical in an interview, so it's a good idea to rehearse your answers. Make sure that they are brief and informative and highlight your successes.

- **What personality would your ideal candidate have for this role?**
- **What are the areas of responsibility for this role?**
- **How long have you been working here?**
- **What would an average day involve?**
- **What are the roles of the other people in the team?**
- **What needs to be achieved in the first three months?**
- **When will you be making a final decision?**
- **What is the next stage in the interview process?**
- **Who will I be working with?**
- **When would you want someone to start?**

