



## Interview Advice

Some people enjoy interviews and some dread the thought. Whether you are experienced or not it is always important to ensure you are prepared thoroughly and although this advice may seem like common sense it is helpful to remind yourself of the basic pointers.

## Preparation

### Why?

It is essential prepare yourself before the interview and by not doing this even the most perfectly matched candidate can lose out on a job to someone who was more prepared. It gives you more confidence and also shows the potential employer you are interested in the opportunity.

### What?

#### Company Research

Even if you do not have much information on the role, interviewers will expect you to have a good grasp of what the company does, how big it is and who its main competitors are. The internet provides the best tool to allow you to carry out this research, spend some time looking at the company's website and see if there have been any articles published about them.

#### Role Research

Ensure you have read the Job Description and understood the requirements so you can think about your relevant experience. If you have any questions, raise them with your consultant before the interview and prepare any questions you may wish to raise at the interview

#### Interview Research

Find out the format of the interview, how many people you will meet and whether you will be expected to do any tests or presentations. Try and do some research on who you are meeting and ensure you have prepared your travel arrangements.

#### Personal Appraisal

Try and assess your weaknesses and strengths in relation to the role beforehand. Make a list of selling points about yourself that you would like to come across at the interview. With each question try and ensure you provide some of this information.

## The Big Day

Take care to dress appropriately and ensure you are smart. Make sure you have your CV with you, reference details, research notes and address, map and contact details for the interview. Allow sufficient time to get to the interview and get there are around 15 minutes early. If you are running late, make sure you call in advance to warn the interviewers.

The interview will generally be a set format and the interviewer will start by telling you about the company and the job, then ask you questions to assess your suitability, allow you to ask questions then tell you the next stage with an idea of timescales.

## Tips

- Be positive! Do not complain about your previous employer or colleagues and ensure you are diplomatic at all times. If there are areas of the role you can not do, focus on the positives and talk about the potential you do have to learn.
- Get the balance right! Do not answer questions with closed yes or no answers, however it is also important to be concise and be careful not to waffle or go off on a tangent.
- Sell yourself! The interview is the ideal opportunity for you to present yourself as the ideal candidate for the role. Do not be afraid of 'blowing your own trumpet' but ensure you can back statements up with solid

## Questions

The interview is a two-way process and it is important to try and find out as much as you can about the company and job to ensure it is right for you too. If you get to the next stage you should make sure it is really something you are interested in pursuing before getting an offer.

If they have not been covered already, feel free to ask questions regarding the background of the role i.e. is this a newly created role or replacement? Is there any promotion opportunities or training? What will be the next stage?