

ESSENTIAL PREPARATION FOR YOUR INTERVIEW

Preparation is crucial towards attending a successful interview. Your Consultant will be happy to provide information to assist you. Make sure that you have covered the following points beforehand:

- Ensure that you know the exact time and place of your interview, the employer's full name, pronunciation and proper job title. Aim to arrive **10 minutes early** and if possible do a dummy run. Do you need parking money? Is parking available close to the office? Is there a security system to navigate through?
- Make sure you have the telephone number of your Consultant – **let them know** if you are going to be late.
- Research the company using the internet or call and ask for an information pack. Pick out a small number of **facts about the company** that you can memorise.
- **Prepare questions** to be asked at the interview. Remember, it is not an interrogation and should be a dialogue between both parties. The employer will be asking questions to determine whether you have the qualifications, experience and personality necessary to do the job. You must ask questions to determine whether the company will give you the opportunity you are looking for and to establish the potential for growth and development.
- First impressions are very important. **Business dress** is preferred unless otherwise specified (suit, plain shirt, conservative tie for men and well tailored suit or similar for ladies). Wear clean and polished shoes, have neat hair and do not over power with perfume/aftershave.

SUGGESTED QUESTIONS THAT YOU COULD ASK:

- Why has the position become available?
- What does the position involve exactly? (If this is not already detailed on your job specification in enough detail)
- Who else will I be working alongside? How big is the team?
- What plans for growth does the company have?
- What induction and training programmes are in place?
- What is the next stage in the recruitment process?
- Am I a suitable candidate for this position?

AT THE INTERVIEW:

Remember that you are being interviewed because **the employer is interested** in your CV and wants to recruit someone for the job. It is not a test to try and catch you out or embarrass you. They will be looking to **identify your strengths** and weaknesses, as well as to **assess your qualifications**, skills, intellectual ability, attitude, aptitudes and maturity. **Relax**, be yourself and let your personality shine through. Make sure you **know your CV** inside out – this will be used as the basis of the interview.

- Fill out application forms neatly and fully if presented with these at interview (have a **black pen** with you just in case)
- Be **professional** with all people that you meet. The Receptionist may be asked for an opinion.
- Greet the interviewer by his title and surname (unless told otherwise).
- Create a **positive first impression** – smile and give a firm handshake.
- Take a few deep breaths before you enter the room.
- Wait until offered a chair, keep **good posture** and be interested i.e. demonstrate relaxed body language, do not fidget and demonstrate active listening by occasional nods of your head, smiles etc.
- Remember to **listen to the questions** (remember the golden rule: 2 ears:1 mouth ratio)
- Take a moment before you give an answer – a **considered response** is better than a rushed splutter.
- Do not just give “yes” or “no” answers – **expand and explain** where appropriate
- **Don't ever** lie – you will be found out.
- **Stress your achievements** – costs savings, process changes that are relevant to the company etc.
- **Never make** derogatory remarks about past or present employers or colleagues.
- **Do not** enquire about salary, or benefits package at initial interview.
- If you are asked about your salary, **indicate your current salary** and then ask what they think this role is worth.

MOST COMMONLY ASKED QUESTIONS AT INTERVIEW:

- What do you know about our company? Have you looked at our web site? What were your thoughts and initial observations?
- Why do you want to work for our company? What interests you about our organisation?
- What qualifications and attributes do you feel that you can bring to the role? Why do you feel that you are suited to this vacancy?
- Can we take up references from your previous employers? What would they say about you?
- What role are you aspiring to in the future? Where do your ambitions lie?
- What special or additional abilities and skills can you bring to our company?

We would be grateful if you could **call Phil James** on ☎ **01457 861511** after your interview, to let them know your thoughts and feedback. Please **be honest** about the outcome and if you don't want to proceed with the opportunity feel free to let us know, so that that we can look for other alternatives for you if need be.

But most importantly we wish you ***GOOD LUCK!***