

## INTERVIEW TIPS

It is crucial to be prepared for your interview, even some of the best candidates fail at interview stage because they do not prepare and don't know what to expect. If you are well prepared you will naturally feel more confident.

- Ensure that you have researched the company that you are being interviewed at well. Have a good look at their website and try and get hold of any literature on them etc. If the opportunity arises you will be able to demonstrate some knowledge and interest in the company.
- Dress to impress! Always go for smart and professional rather than trendy. Full business suit is the best attire.
- Plan your route and allow plenty of time to get to the interview.
- Body language is key so be aware of your body and how you may be perceived. Crossed arms for example indicate hostility or a barrier. Adopt good posture and make sure that you smile.
- You must be able to back up and expand on your CV information rather than simply repeating. Mentioning specific scenarios which demonstrate key skills related to what you have written, a good interviewer will probe these points.
- Transferable skills are the most important factors to highlight
- Communicate as positively as possible and try not to use weak answers, for example "I can" instead of "I think I can".
- Be confident and outgoing but don't constantly interrupt the interviewer. An interview should flow.
- Do not answer in single syllables i.e. yes and no but at the same time keep to the line of questioning don't waffle and mention things they are completely irrelevant to what you have been asked.
- If you don't understand a question, ask the interview if they could repeat it. Don't just guess.
- Always prepare some questions to ask at interview in advance, some examples are shown below.
- At the end of the interview always thank them for their time and remember to keep smiling.
- If you are genuinely interested in the position there is no harm in mentioning this.

### Typical Interview Question Examples:

- How would you describe yourself?
- How would your current manager describe you?
- What motivates you?
- Why are you leaving your current role?
- What skills and expertise do you have for this job?

- What do you know about our company?
- What are your strengths and weaknesses?
- Give an example of how you handled a certain situation i.e. complaint, busy period, handled customer service etc in your current role.

#### Typical suggested questions to ask:

- What are the opportunities for career progression?
- What would your expectations be of me as a member of your team?
- What obstacles may I come up against in this role?
- What training opportunities do you have?
- How has this position been created?
- What can you tell me about the team and people that I will be working with?
- How long will it take to make a final decision and / or what is the recruitment process?

*Well done for getting this far and good luck with your interview, remember if you are not successful try and make sure that you understand why, so that you can possibly address this next time.*

*Don't give up, consider it valuable interview experience.*