

Interview Hints and Tips

An interviewer will generally form an impression about you in the first few minutes. It is for this reason why preparation is vital in order for you to secure that perfect position.

First impressions really do count:

Make sure your mobile phone is switched off before informing reception of your arrival as you never know if the client is standing nearby. A positive greeting, good eye contact and firm handshake are all very important.

Be prepared for small talk at the start of the meeting. It gives you a chance to build rapport let everyone's personalities show.

Prepare for the interview:

Conduct extensive research into the company using corporate websites, search engines and annual reports. Your Recruitment Consultant should also be able to provide you with further company information along with an insight into the culture and the individuals you will be meeting.

Read through the Job Description:

Identify similarities between the Job Description and your previous experiences. Always try and match the role to your CV, making sure you're armed with strong examples that highlight your suitability for the position.

Preparing for questions asked:

Provide answers to questions that demonstrate your ability to do the role, enabling the interviewer to see how you can add value to the position and company. Often expect the unexpected. Remain focused, calm and composed. Where necessary, make reference of examples that highlight similar past experiences. Always remain enthusiastic and make sure you have answered the question asked.

Examples of questions could include:

- Tell me about yourself?
- Give me an example of when you have been confronted by a difficult situation and how you dealt with this?
- Give me an example of when you have had to work under pressure and how you dealt with this?

- Give me an example of where you have been faced with conflicting deadlines and how have you priorities?
- What are your key strengths and weaknesses?
- Choose from
- What value have you added to your current/previous company?
- Why are you looking for a new position?
- What is it about this particular role that interests you?
- How would your current/previous manager describe you?
- What are your career aspirations for the next 3-5 years

Asking questions at the interview:

Make a note of questions you wish to ask the interviewer.

Example questions could include:

- What are the reasons that the job came about?
- What are you looking for from your ideal candidate?
- What are the key issues that would need to be addressed in the first few weeks / months of the role?
- What future opportunities would be open to me if I performed well?
- What are the visions and values of the company?
- Ask the interviewer about their background and what they like about the organisation?

Creating a positive lasting impression:

A lasting impression can also be achieved at the end of the interview. Thank the interviewer for the opportunity of meeting you and reiterate your interest in the company, position and working with them as individuals. Depending on time, briefly summarise your suitability for the role asking them if they have any further questions or reservations that you could help clarify.

End the meeting with a firm handshake making sure that good eye contact remains. Remain enthusiastic and positive about the role even if your initial impression is unsure. It's always good to keep your options open as there may be other positives that had not been addressed.