



Interview Techniques

The more knowledgeable you are about the company the more proactive and committed you will appear. Check out the company's website for up-to-date information. Ask for a copy of their brochure/annual report. Keep an eye out in the business press for any relevant articles

The Job Description

Before your interview, familiarize yourself with the job description. Think of how you can demonstrate that you have the key skills and experience necessary for the role. For every example you give, consider the situation, the action you took and the effect it had. For instance, if initiative is important to the role the interviewer will be looking for you to give examples of where and how you used your initiative. The line of questioning could include: Give an example of when you have seen an opportunity to improve or make a change to your own work? What did you do? Who did you involve and why? What was the outcome?

To help you with your preparation, these are some of the most commonly required competencies: decision making and problem solving, resilience and tenacity, confidence, planning and organizing, team work and commercial awareness. Interviewers will want to see that you can present yourself confidently and make a good first impression. Appear calm and confident under pressure and be assertive about your needs/requirements without being aggressive.

Your CV

Read your CV again and be prepared to talk about it in more detail. If you have gaps in your CV or have not stayed in a job for long, make sure you can give positive reasons. Based on the skills detailed on your CV, consider what you will actually bring to the company and role.

Plan Your journey

Obtain clear directions and plan your route in advance. Aim to arrive ten minutes early allowing plenty of time for the journey. If you are delayed for any reason, contact your consultant immediately who will telephone the client on your behalf.

Dress Code

Dress smartly and professionally. For women, we recommend a matching suit and smart shoes, and understated make-up and jewellery. For men, we recommend a matching suit, tie and smart, clean shoes. Although some companies have now adopted dress down policies, a suit is still advisable. If you're unsure, speak to your consultant.

Body Language

Consider the following: A firm handshake shows you are confident. A smile says "I'm enthusiastic", "I'm friendly". Make regular eye contact. Be confident and alert, try to calm yourself. Speak slowly and



clearly, take time to think before you answer. Listen carefully and answer accordingly when a gap appears in the conversation (We have two ears and one mouth for a reason!). Answer questions with a belief in your abilities and skills. Maintain an open stance - body should remain relaxed throughout.

Closing

Always thank the interviewer and ask what the next stage of the process is. Remember to telephone your consultant with feedback after the interview.

General Tips : Do

Dress professionally. An employer is more likely to recruit someone who will best represent his or her company. Be on time. Close your mobile phone. Be prepared. Be clear of your career path and what you want now and in the future (e.g. How do you see yourself in the next 5 years?). Give clear and concise answers - be succinct and professional about your previous employers. Speak confidently, believe in what you can do and tell the interviewer what you can offer them. Take time to formulate answers. Salary details should be discussed (unless specifically asked) during the second interview or via the respective consultant. Visualise a successful interview beforehand - see it and believe the interview will go well! Thank the interviewer and express your interest in the role

Questions For You To Ask

You will always be given the chance to ask questions yourself. Remember, this is your opportunity to see if this job is right for you. Even if the interviewer has answered most of your questions, have a few prepared to ask at the end. This can help demonstrate your interest in the job.

Questions You Might Want To Ask Include:

How does the department fit into the "bigger picture" of the company? What sort of person is the team looking for? How long was the last post-holder in the position? Are any internal candidates interested in the position? Could they describe the company culture? Do they run an induction programme? What sort of training is on offer? How long has the interviewer worked for the company? Why do they think it is a good company to work for? How well does the interviewer feel your skills meet the job requirements? What is the next stage following the interview? (This is particularly important.)