



GOLDEN TIPS FOR AN INTERVIEW

Always make sure that you are aware of the position that you are being interviewed for. If you have not been given a job specification make sure that your consultant has given you a full brief.

Research the company as much as possible before you go and make sure that you are aware where the interview will take place. Plan to arrive 15 minutes early. Phone **before** anticipated arrival time if for any reason you will be late (phone interviewer and consultant). Be clear as to whom you are seeing, their position and whether they will be your line manager.

Do not assume that your interviewer has recently read your CV, they may have been interviewing several people that day – however feel free to use expression such as “as you can see from my CV ... I have been”

Remember the expression “You never get a second chance at a first impression”. Make sure that when you meet the interviewer you shake hands firmly, smile and stand tall.

Don't sit down until the interviewer asks you to.

If you do not understand a question or it is not specific enough, ask them to re-phrase or be specific. If you have been asked to do a presentation, make sure that this is prepared and you have practiced it, if not you may need to re-arrange your interview.

It is important to:

- ✓ Turn your mobile phone off.
- ✓ Take a notepad and pen; take some notes.
- ✓ Do not smoke before you go in - chew nicorette!
- ✓ Be a good listener
- ✓ Always illustrate interest in the company, even if this particular role is not suitable, another more senior position may become available to you
- ✓ Use the interviewer's name
- ✓ Observe the interviewer's reactions.
- ✓ Answer questions directly and specifically, and avoid long pauses
- ✓ Describe your accomplishments in quantitative terms – use % and £ wherever possible
- ✓ Display confidence in your past achievements, today you are selling your most valuable product
- ✓ Be honest when answering questions about current salary and benefits. Do not try and be clever or appear greedy when discussing required salary. Remember part of our role is to negotiate salary / package on your behalf. The client may also be interviewing a number of suitably skilled candidates who may illustrate more commitment to their company by offering more flexibility in terms of salary. If in doubt, explain that you are negotiable in terms of salary for the correct position, or that salary is something that you are wanting to give more thought to and then leave the rest to us
- ✓ Ask questions that reflect preparation and logical thinking
 - What will you expect of the person you hire
 - What results are you expecting the person to produce
- ✓ End negatives with a positive. Avoid questions where the answer to whether or not you have specific experience, is a single no. Instead, always be honest and admit that you do not have the experience but end the sentence on a positive note. E.g. “No, but I am sure that I can learn it quickly”

Don't:

- ✗ Be aggressive or arrogant
- ✗ Answer questions with just yes or no, always explain



- ✗ Argue, lose your cool or show nervousness
- ✗ Criticise past or present employers
- ✗ Highlight weaknesses
- ✗ Attempt to read documents on the interviewer's desk.
- ✗ Always make sure your attire is appropriate for interview (clean and pressed clothes, conservative jewellery, avoid deviations)

Typical interview questions you may be asked:

- What are your strengths and weaknesses?
- Why did you leave your last company?
- What would your last boss say about you?
- How would your work colleagues describe you?
- Why do you want to work for our company?
- What value can you add to our company?
- A deal you won (What structure did you use, why were you successful)
- A deal you lost (Why? What did you learn from it?)
- Ability to learn and embrace new technologies
- Ability to meet and deal with change
- Examples of building and managing relationships (internal and external)
- Your achievements against targets

When the interview is over, if you like what you have seen then tell the interviewer.

Thank the interviewer for spending the time to explain the role, let them know that you want to take it further and you will be in touch with your recruitment consultant immediately.