

Interview Tips

An offer of an interview is a hugely positive sign that an employer is interested in you. Follow these top tips to ensure you impress the employer to secure that dream job!



1. Confirming the Interview. You will be emailed or called to let you know you have an interview, remember this is part of the interview process.

- > Be polite and professional
- > Understand what the interview entails. It could involve a presentation
- > Confirm your attendance to the interview
- > Ask if you need to bring supporting documentation
- > Ask clarification questions like; 'Where is it?'



2. Preparation and research. Your interviewer wants to know that you want to work for them, so knowing about the company could be the difference between getting the job or not.

- > Put time in your diary for some preparation
- > Research the company, the job description and your interviewer
- > Prepare questions you may wish to ask the interviewers
- > Practise answering questions with friends and family



3. Planning your journey. It may sound overly basic, but you need to know where you're going and what the traffic could be like.

- > Research your journey to the interview location
- > Allow for unexpected delays
- > Do a 'dummy-run' of the journey ahead of the day, at the time of the interview
- > Plan to arrive 10-15 minutes ahead of your interview time.



4. Dress Standards. What you wear is incredibly important - you don't want to be a fashion model, but you want to show you've tried.

- > Dress appropriately for the interview. Some interviews may require 'active' wear
- > If the business is casual, make sure you present yourself in a smart-casual manner
- > Avoid strong perfume or aftershave
- > Avoid inappropriate clothing that may offend or shock



5. First impressions. Even the person collecting you from reception is important. Smile at everyone you see - show that you're welcoming.

- > Shake hands with the interviewers when you first meet. Be aware of your handshake. Not too firm or too weak. Practice with family and friends.
- > Smile - it goes a long way
- > Stand tall and exhibit positive, confident body language



Interview Tips Cont.



6. Listen. Although you'll be thinking about your answers, also think about exactly what you're being asked and how you can make yourself sound even better.

- > Actively listen during the interview
- > Understand the questions being asked and if you don't, ask again
- > Try to answer the question as fully as possible
- > Avoid going off on a tangent



7. During the interview. How you have your interview gives good insight if you're prepared – take notes in with you or right them down if that's easier. Whatever makes you feel comfortable!

- > Have a copy (or two) of your CV to hand
- > Know your CV well and refer the interviewers back to it often
- > Make notes if appropriate



8. Conduct. Your conduct will give the interviewer an impression of your personality and what you'll be like in the office.

- > Stay calm and professional at all times
- > Be clear and concise
- > Be confident, positive and interested
- > Engage with the interviewers
- > Turn off your phone before the interview. If you're expecting an important call, let the interviewer know
- > Ensure you are well away from the employer site before discussing your thoughts on the interview with anyone else.



9. Feedback. If you don't hear back after an interview, always contact them and ask for feedback.

- > Ask for specific feedback as to why you were successful or not
- > Remember to take unsuccessful feedback professionally
- > Take some time to reflect on unsuccessful feedback and use this to shape your future applications and interviews



10. Say thank-you. Everyone is human, and a thank-you goes a long way.

- > Say thank you to the interviewers for their time at the end of the interview
- > Say thank you to the recruiter or employer when they deliver interview feedback – whether that's positive or negative
- > Saying thank you takes seconds, yet places a positive emphasis on the experience and enhances your personal brand

