

## INTERVIEW TIPS

An interview is the most critical part of the recruitment process. It is your performance on the day that will be the deciding factor for both parties.

When considering what you want to get from an interview make sure that you prepare as much as you can. We have some suggested guidelines to help you to perform your best on the day.

### **Research**

Gather as much information as possible about your prospective employer in advance. Your consultant should give you information about the role and the company along with any information packs available. Try to familiarise yourself with the company, for example, its history, research projects, development, leading products, the size of the company and its goals. The more research you do the more confident you will feel on the day.

The following are invaluable sources of information:

- Your prospective employer's website.
- Search online archives for articles in national newspapers and professional magazines.
- Web search engines – simply enter the company's name.
- Talk to anyone you know who has worked at the organisation.
- Call the marketing department to request any further information.

### **Plan your Journey**

Have all the relevant contact details (contact name, title, address, phone number etc). Work out the route and mode of transport ahead of time – if driving, for example, check the parking arrangements.



### On the day

- Be polite to everyone you meet in passing – you never know who they are.
- Greet your interviewer/s with a firm handshake (make sure you stand even if sitting). A smile is important.
- Sit straight (slouching comes across as not interested).
- Maintain eye contact.
- Listen.
- Avoid one word answers.
- Try to be positive at all times especially about your previous companies.
- Be enthusiastic.
- Ask questions.

### Discuss CV

- Be prepared to answer questions about your CV.
- Be ready to explain reasons for leaving previous companies.
- Can you account for gaps in your CV?
- Be aware of your skills, strengths and weaknesses.

