

Interview tips and techniques

Employers are not trying to catch you out. Yes – they might put you on the spot and see how you react under pressure but essentially they are on your side. Remember, they have selected your CV from potentially hundreds of CVs and taken the time to meet with you. They want you to be as fantastic as your CV suggests because it will benefit their business.

Preparation

- Companies are frequently disappointed and surprised by unprepared candidates. The amount of candidates who still turn up for interview late, or having done absolutely no research in to the interviewing company is staggering.

- As a bare minimum you should arrive on time, know who you are there to see, have some knowledge about the company and a list of questions you would like to ask the interviewer.

- Interviews can vary dramatically in both duration and content but the information an employer is trying to gather remains fundamentally the same. As such, you should prepare answers to the common questions that are asked time and time again during the interview process, remembering to always back up your answers with real life experiences.

- Example questions might include:

What do you know about our company? Why do you want to work for us?

How would your colleagues describe you?

Where do you see yourself in 3,5,10 years time?

Why are you looking to leave? / What was the reason for leaving?

What are your main strengths / weaknesses?

How do you like to be managed?

What is your single greatest achievement?

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The interview – a few tips!

- 1st impressions are everything. Arrive on time, dress smartly, smile and be polite
- Maintain eye contact with the interviewer(s) at all times
- Try and avoid one word answers. Relate your responses to previous experiences and explain how this will help you fulfil the role on offer
- Answer truthfully. Simple as that. If you lie, you will inevitably get found out.
- Avoid at all costs criticising or complaining about your current or most recent employer.
- Be enthusiastic and show it in your responses and body language. It is often said that human communication consists of 93% body language, with just 7% attributed to the actual words being said. Think about that when you decide to start biting your nails in your next interview!
- Stay calm. Remember the interviewers are on your side.

Closing the interview

- Don't be afraid to ask the interviewer if there is anything else you can provide to support your application. A reference, examples of your work etc.
- Ask what the next stage of the process is? If you are at an interview through a recruitment consultant, you will in all likelihood know the answer to that question but there is no harm in asking an interviewer, to show your enthusiasm
- If you are genuinely interested in the position and you feel that the role is something you could take on, be forthcoming about stating your interest in the position

If you follow these general guidelines, chances are you will be in a pretty strong position.

For further information or advice on how to impress a prospective employer, please do not hesitate to contact one of our team using the details below.