



Golden Tips for Interview

Be prepared:

1. Research the company thoroughly. Always check their website! Take the time to read up on the company and prepare some questions of your own. This lets the interviewer know that you are really interested in the company and the position.
2. Plan your journey carefully and arrive 10 minutes early (if you can't avoid lateness, call!). If possible, it is advisable to do a dry run to check the directions and estimate the amount of time you should allow for your journey.
3. Be aware of the interview process, who you'll meet, their role etc.

Discuss any areas of doubt you may have with us before you go to interview.

Take a pad & pen with you. This should include your pre-prepared questions & your initial observations/comments about the company.

Make sure when you meet the interviewer you **shake hands firmly and smile**.

Always **dress smartly**, e.g. conservative suits, plain ties, polished shoes, minimal jewellery and minimal perfume. No piercings.

During the interview:

- Maintain eye contact and don't fidget.
- Don't rush your answers – it is ok to take time to think about your answers before you say anything.
- Answer questions honestly. Don't try to 'blag' an answer, it'll be obvious. If you don't know or don't have that experience, be honest, but make it clear you're a quick learner.
- Listen carefully to the question asked – it is surprisingly easy to forget the question part way through an answer.
- Make sure your answer is full and relevant.
- Make sure you've discussed your achievements, especially as examples to answer their questions; tell them about your successes in the workplace or, if appropriate, tell them about your personal successes, e.g. academically or sporting, etc. Be precise, give facts and figures, and quantify your achievements wherever possible (have a pre-prepared list of things you want them to know about you by the end of the interview).
- Use the interviewer's name.

Some useful questions you may wish to ask them:

- What are the company's plans over the next few years?
- Why did the interviewer join the company?
- What are the backgrounds of the rest of the team?
- What are the expectations in the first 6 months?

Top Tips:

- Turn your mobile phone off (do not leave it on vibrate).
- Don't ask about holiday entitlement or sick leave at interview.
- Don't get greedy about money at interview – we will negotiate the best package possible for you.
- Don't overly criticise past/present employers.

Always CLOSE an interview with a positive comment – thank them, ask when you will hear from them or say how keen you are to get the job.