

## Guide to Interview Preparation:

In order to make a successful impression at your interview and ultimately get offered the job, it is essential that you put some time into preparing. A good interviewer will always know if you have done your homework!

So, here are some **TIPS**.....

### Pre interview:

Think about the questions you might be asked at the interview and what responses you would give. Typical questions include:-

1. What do you know about our company?
2. What appeals about working for our company?
3. What is your understanding of our job role?
4. What interests you in the job?
5. What do you feel you could bring to our organisation?
6. What are your strengths? Key skills?
7. What are your weaknesses?
8. Talk me through your cv/current role/ most recent role
9. Why are you looking to leave/ have left your current role?
10. What are you looking for in your next job?
11. What has been your biggest achievement to date?
12. What do you feel is the most important quality (qualities) for this role?
13. Tell me about a time when...
14. How would a previous manager describe you?
15. How would you/ your friends/ colleagues describe you?
16. What motivates you at work/ where do you get your job satisfaction from?
17. What interests do you have out of work?
18. How would you rate your PC skills?
19. What are your salary expectations?

When you are thinking about what answers to give, remember the role you are applying for – they need to be related to that role. Think about examples of things you have done that can demonstrate your skills and experiences.



## **Start of the interview:**

Couple of pointers – all common sense!

1. Arrive on time (plan your route before you go, give yourself plenty of time, take my number in case of any problems)
2. Make sure your mobile is switched off
3. Be smartly dressed – suit if possible (first impressions)
4. Make sure you know the names of the people you are seeing!
5. Firm handshake when you meet the interviewer
6. Maintain eye contact, sit upright, don't slouch (air of confidence)
7. Listen to the question, don't talk over people and most importantly don't fall into the trap of making things up!

## **End of the interview:**

At the end of the interview the interviewer will probably ask you if you have any questions. Write a couple down before you go into the interview. This shows you have prepared and will also act as a safety net in case your mind goes blank!

Example Questions include:

1. Can you tell me about the training you offer?
2. Can you describe team and/or office environment?
3. What's a typical day/ week in the role?
4. What are the challenging elements of the role?
5. What are the plans for the company for the next 5/10 years?
6. Why do you feel this is a good company to work for?

AVOID questions regarding salary/package/ sick pay!



## **Final Impressions:**

At the end of the interview, the interviewer will no doubt thank you for your time. This is the opportunity to tell them you want the job and are very interested.....if you are!

If you feel this isn't the right job for you, or they are not the right company for you, then just thank the interviewer for their time.

If on the other hand, you really like the sound of the role and could see yourself working there, tell them!

This will be your "lasting impression" with the interviewer.

## **Most of all...**

Be you!

If you prepare well and try your best, that's all you can do! The rest is down to the interviewer(s).

If you don't get the job, then it wasn't meant to be. Don't let it knock your confidence. The right role with the right employer is out there for you.

***Good Luck!***