

INTERVIEW HINTS AND TIPS



The first thing to realise is that the interviewer wants you to be good. They'd much rather find the right person for their job early than drag something out for weeks. You are in much more control than most job seekers realise. What the interviewer thinks about you is entirely down to what you say, how you behave and how you move and appear.

Here are our top tips:

- Dress smart. Nobody failed to get a job because they were over-dressed.
- Smile. Not all the time, but especially when you first meet. And start with a firm handshake. Take your time at this point. Settle into the room.
- Listen to the questions and answer them. Don't let your mind and mouth run ahead of you by trying to second guess the next question and answer that before it's asked. That happens a lot and it's where many interviewers get the distinct impression that somebody babbles. We know it can be a nerve-wracking experience, so stay calm and listen.
- Do a role-play interview with friends or colleagues. Get people to ask obvious questions (many interviews are entirely predictable, so preparing in advance is a good idea). This can really help with confidence - Don't wing it!
- Take a spare copy of your CV with you. The interviewer may not have the same version as you because the recruiter set it into a different format. Share it as soon as you can so you have one document you can both work from. It makes for better and easier communication.
- Do some research beforehand and take print-outs from their website as evidence that you made some discretionary effort in advance. It shows initiative - just don't carry it around in a Tesco shopping bag.

Prepare your own questions. They should be in the following order:

1. First questions should be about the organisation's customers.
2. Then move on to the questions about the organisation's products and services.
3. Then ask about the organisation and its plans, processes and structure.
4. Then you can ask questions that spin around you; working hours, salary, benefits etc. Leaving these questions till last shows you have a focus on how the organisation and its customers relate to each other. You don't look selfish and self-centred.

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Finally, check with the interviewer if there is anything they're unsure about, and ALWAYS ASK, "What's the most important thing about this role?". This gives you the chance to close in on something important and reassure them that you're the right person for the job.

Good luck!

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