

In the Interview:

Answering Questions:

- listen carefully to questions and try to give concise answers supported with relevant examples – avoid answering simply 'yes' or 'no'
- Don't be afraid to ask for clarification if a question is not clear;
- Speak clearly and loudly enough for the interviewer(s) to hear, and try not to speak too fast. This can be difficult when you are nervous, but take a deep breath before you start to answer a question

Body language:

Be aware of what your body language is saying and how to use it to strengthen your chances.

- Shake hands with the interviewer(s) at the beginning and end of the interview.
- Good posture and a friendly expression will indicate that you have a positive approach.
- Relax into your chair, but without slouching.
- Maintain good eye contact. If you have more than one person interviewing you, look at the person asking the question when you reply but glance at the other interviewers from time to time.
- Try to smile from time to time where appropriate.

Be positive and enthusiastic and take your time answering questions...

Good Luck!

Freephone 0808 100 1155

Get Hired...

Preparation for Interview



Make sure that you:

- Check out the company's website and research as much as you can about them – products, services, history, markets, competitors etc.
- Prepare your answers for the type of questions you'll be asked, especially, be able to say why you:
 - Want the job
 - What your strengths are
 - How you'd do the job
 - What your best achievements are
- Make sure your CV is up to date, looking very good and even if already supplied to the interviewer take three with you (one for the interviewer, one for you and a spare in case the interviewer brings a colleague in to the meeting).
- Be confident speaking openly and honestly.
- Ensure you have two or three really good reputable and relevant references, and check they'd each be happy to be contacted.
- Double check the time and date of your interview;
- Know how to get to the venue and how long the journey takes;
- Plan to arrive early, rather than rushing in late. This is especially important for assessment centre's, where the day runs to a tight schedule
- It is a good idea to avoid excessive alcohol the night before an interview - you will perform better with a clear head.
- Smokers should resist the temptation to have a cigarette on the way or while waiting for an interview, as the smell may be noticeable when you walk into the interview room.
- Prepare good questions to ask at the interview (See examples below)

Interview Questions to Ask

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- Is this a new position? If not, what did the previous employee go on to do?
- Who does this position report to? If I am offered the position, can I meet him/her?
- How many people work in this office/department?
- What is the typical work week? Is overtime expected?
- What are the prospects for growth and advancement?

- What do you like about working here?
- Would you like a list of references?
- If I am extended a job offer, how soon would you like me to start?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?

Interview Questions NOT to Ask

- What does this company do? (Do your research ahead of time!)
- If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
- Did I get the job? (Don't be impatient. They'll let you know.)

Be positive and enthusiastic and take your time answering questions.

What to Take

- The interview letter, with the name(s) of the interviewer(s) and their address and phone number.
- Make sure your CV is up to date, looking very good and even if already supplied to the interviewer take three with you (one for the interviewer, one for you and a spare in case the interviewer brings a colleague in to the meeting)
- A map of how to get there, or your SatNav.
- A note of the key points you want to make and any questions you want to ask.

What to wear

- Dress appropriately. It is important to look smart for your interview, but you also need to feel comfortable so that you can relax. Some companies have a much more relaxed approach to dress than others, but unless you are specifically told to dress informally, you should wear a suit or equivalent business wear.
- Decide what to wear well in advance - do not leave it until the morning of the interview. Make sure that it is clean, ironed and ready to wear.
- Remember to cover/remove any tattoos or piercings

