



Interview Technique

Preparation

- Time spent preparing for the interview is essential! Ensure you have researched the company website and thoroughly understood the job specification and skills required.
- Information that you have obtained about the company will show commitment and this effort will be seen by the interviewer.
- Plan your journey making sure you are confident of your directions.
- Be sure that you understand the job description. Think of ways that your experience and skills fit the companies requirements.
- Try to pre-empt any questions that the interviewer might ask you about your CV and have well thought out answers ready.
- The interviewer will be impressed if you have salient questions about the company.
- Are you aware of how long the interview will be? Will you be tested on any aspect of the job? Make sure you allow plenty of time for the interview to be carried out.
- Remember that the interview is not all one way. You are there to find out about the company as well.
- Your strengths and weakness and personal characteristics will be assessed during the interview. Be prepared for this!

First Impressions

First impressions are very important. It is said that 80% of interviews are decided in the first five minutes, so clearly your initial conduct and appearance are vital.

- Always ensure you attend an interview in full business dress.
- Arrive 10 minutes prior to your interview – NEVER arrive late.
- Remember your interview starts the minute you walk into a company reception.
- A firm handshake is essential!
- Wait to be seated. Sit upright and look interested and alert at all times.
- Smile and display good eye contact.

During the interview

- Ensure you listen!
- Body language demonstrates how comfortable you are.
- Be honest about your strengths and weaknesses – show you recognise both.
- Don't ramble – keep your answers clear and concise.
- Describe your skills and experience in a positive way. The interviewer will be looking for confidence and interest in the position.
- It is always best to ask for clarification if you don't understand a question.
- Think through all questions posed to you.
- An invitation to ask any questions is generally a sign that the interview is drawing to a close and that you have one more chance to make an impression.
- Find out anything which is relevant and that has not been covered during the interview.
- Don't ask too many questions!

Examples of Questions to Ask

- Why has the role become vacant?
- What are you looking for to fill the position?
- What will be my core responsibilities?
- Where will I fit into the overall organisational structure?
- Who will I report to? Where does he/she fit in the structure?
- What is the culture of the team like?
- What do you expect me to do in the first 6 months?
- How will my performance be assessed?
- What interaction will I have with other departments of the company or with external suppliers/customers?
- Who are your customers?
- Who are your competitors?
- What are the company's plans for expansion?
- What are the chances of advancement/promotion in this position?
- Will travelling be required in this position?
- What induction/training do you provide?
- When will you decide on the appointment?

Leaving the Interview

- Always remain positive and affirm your continued interest in the position.
- Find out what the next step will be and what timescales they are working to.
- Thank the interviewer for their time.
- Tell the interviewer that you look forward to seeing them again.
- Always leave with a handshake!

What NOT to do at Interview

- Remember, most companies operate a no smoking policy, DO NOT smoke just before your interview.
- Do not chew gum.
- Never answer questions with yes or no. Elaborate on the answer but don't ramble.
- Don't exaggerate or lie.
- Don't be overly negative about your present or former employers.
- Ideally leave questions about salary, holidays, bonuses etc. to subsequent interviews.
- You want to be at your sharpest, so avoid a late night or alcohol the night before the interview.
- If during the interview you become unsure about the position, don't show it. Remain positive. You may change your mind as more information becomes available to you throughout the course of the interview.