

General Comments

This guide has been prepared to assist you in making the best possible impression when you attend interviews arranged through us. Preparation before interview can make you shine above other applicants. Don't be afraid to make notes beforehand and refer to them if necessary. If you want to make notes at the interview, tell the interviewer at the outset.

Remember **FIRST IMPRESSIONS COUNT – YOU MAY NOT GET A SECOND CHANCE.**

What To Expect

Every company will have its own ideas on interviewing and assessment. We will tell you in advance what format your interview is likely to take.

Unless informed otherwise, plan on about one hour for your first interview.

First interviews may be on a one to one basis with either your prospective line manager or personnel manager or may be a panel interview where you meet several people, either jointly or separately.

Some organisations will ask you to take tests at the first interview stage, although these are more likely to be reserved until the second stage.

Many companies will invite shortlisted candidates back for a second/final interview. Often at this stage you will be able to meet other members of your prospective team and view the working environment.

Be Prepared

Having established the likely format of the interview the next stage is to prepare yourself thoroughly.

Find out as much as you can about the Company. They may have a website. We find that our clients are impressed with candidates who have taken the trouble to spend an hour researching them.

Make sure that you know what the job is all about and know the name of the person who is going to interview you.

Plan your route and start off early. Plan to arrive 5 - 10 minutes before your allotted interview time. Arrive too early and you could put your interviewer under pressure, (they are human after all), arrive late and you can put yourself under pressure. Obtain a map and do a dummy run if you are not sure. Should you be unavoidably delayed, ring us immediately so that we can apologise on your behalf and, if necessary, arrange another time for you.

Ensure you have looked at your CV and can talk confidently about dates of education and employment, reasons for leaving, etc. A sure way to fail is not to be able to reiterate or explain what's on your CV.

Give some thought to replies to common questions. We have listed some below.

Prepare questions to ask at the interview. Questioning the interviewer will demonstrate an active and enquiring mind. At the first interview stage it's better to restrict questions to job content, departmental structure and reasons why the post exists. We can advise you on matters such as Salary and benefits so discussion of these is better left to a subsequent meeting.

Dress Code and Personal Hygiene

First impressions count so good presentation is essential. Dress smartly and in keeping with the type of Company you are approaching. This would normally mean 'smart business dress'.

When it comes to personal hygiene, it's really common sense. We suggest you attend the interview well groomed, little or no aftershave/perfume.

The Interview

Greet the interviewer with a warm smile and a firm handshake. Walk in confidently and make eye contact. Sit when invited, don't slouch and don't fold your arms. It makes you look nervous.

Listen to the questions asked, answer fully but don't go off the point. Don't criticize your old employer. It will reflect badly on you.

The interview is a two way meeting. Find an opportunity to mention key points about yourself. Be positive about your achievements and what you feel you would contribute to the Company. Remember, at interview you have to **SELL YOURSELF**.

Take any certificates or references with you. Not all employers ask for them but you will be prepared just in case.

When the interview has finished, shake hands and thank the interviewer for seeing you. If you felt the job would interest you don't be afraid to say so.

After the Interview let us know as quickly as possible how you feel the interview went. Your feedback will help us to give you the best possible service.

Don't be discouraged if you are not successful. Analyse your interview, look at ways you could improve your interview technique and use this experience to help you in the future.

Questions Often Asked At Interviews

- Why are you interested in the position? How much do you know about the job you have applied for?
- What do you like best/least in your current position?
- What do you consider to be your strengths/weaknesses?
- What skills could you bring to the job?
- What kind of people do you like to work with or what kind of people do you find it difficult to work with?
- Do you prefer to work in a team or alone?
- What do you know about our Company?
- Can you work under pressure? Describe any incident when you have had to do so. This is often called a behaviour or competency based question.
- How do you see your future?
- What was the most responsible duty you did in your job? Who did you report to?
- What is your health record like?
- How would you handle difficult clients/customers?
- When did you leave your last position? Why do you want to leave your present position?
- What salary are you looking for?
- What are your leisure interests?