

## Before you go

### **Research the company and the person you will be meeting**

Visit the prospective employer's website and have a browse. What type of business are they? How many employees do they have? It is also a good idea to know a little bit about the person you are meeting. What is their background? How do they fit into the organization? Company websites often have information on key staff and sites like LinkedIn can also provide insight. Knowledge of both the company and who you are meeting is impressive to the interviewer as it shows that you are serious about the role.

### **Rehearse**

Run over some example interview questions and your answers with a friend. This will help build your confidence and communication. It will also allow you to practice delivering concise answers. Friends can give great feedback, for example if you're speaking too quickly or if your answers are hard to follow or too long.

### **Don't be late and remember who you are meeting**

Find out the name and title of each person you will be meeting with. If you're not sure of names please ask us. Confirm the time and venue for your interview. Don't leave your journey to chance. Make sure you have checked the timetables for public transport or if you're traveling by car, leave time for parking and other hold-ups. Arriving 5-10 minutes early is a great way to instantly give a good impression.

### **Appearance**

Take extra care with your appearance. Decide what you are going to wear and have it ready the night before. You should always dress formally for an interview, to ensure a good first impression. Make sure your clothes are clean and well ironed. Be neat and tidy. Avoid visual distractions such as loud ties, chipped nail polish, heavy makeup, sheer fabrics, heavy jewelry, overpowering fragrances and unwashed hair.

## During the Interview

### **Body Language**

Body language is very important to remember during an interview. Appearing relaxed and trying to act naturally is easier said than done but good appearance is mostly a matter of assuming a position that you are comfortable with. Sit up straight, lean forward slightly and always maintain good eye contact. Never seem disinterested as this will limit your options. Answer questions honestly, directly and keep to the point. If you are not certain about a particular question, do not be afraid to ask if it can be rephrased. Listen, never interrupt and do your best to generate two-way dialogue. Don't be afraid to smile, it is often reciprocated and can make the interview much more comfortable for both parties.

### **Sell your Skills**

An interviewer will often see many candidates in a day. They usually remember the ones who have something interesting to say. When practicing for your interview, write down what you consider to be your skills, strengths, achievements, and areas where there's room for improvement. Doing this will make you more confident when you present them to the interviewer. When you sell your skills to the employer, ensure that you can justify them through examples. Using the STAR (Situation, Task, Action, Result) approach is a good method to practice.

**Typical questions the interviewer may ask you**

- “Tell me about yourself?”
- “Where do you see yourself short term/long term?”
- “What are your biggest accomplishments?”
- “How do you work under pressure?”
- “Why should I hire you?”
- “What is the most difficult situation you have faced & how did you deal with it?”
- “Do you prefer working alone or as part of a team?”

**Good questions for you to ask the interviewer**

The interviewer will always offer you the opportunity to ask any questions. It is always a great to have some prepared. Think about what aspects of the job are important to you. Just a few questions are fine. Some examples are given below:

- “What attributes would you hope that I would bring to the job?”
- “What training and induction will be given?”
- “What sort of internal culture does the company promote?”
- “Can you tell me a little about the current team?”
- “What are the opportunities for career progression?”
- “When can I expect to hear from you?”

**Exit on a positive note**

Leave the interview in a polite and assured fashion. Meet the interviewer's eye, give them a firm handshake, smile and state that you are “looking forward to hearing from them”.