



INTERVIEW TIPS & TECHNIQUES

PREPARATION

Research. Find out how long the company has been established, their core markets, their size, locations, etc. All this information will be available from their website or speak to your recruitment agent. Take along spare copies of your CV, any additional information you think may help or impress (copies of qualifications, etc) and compose any relevant questions.

Attire. Make sure your clothes are prepared the night before - iron shirts and clean shoes. Short notice is not an excuse to be underprepared. Dress smartly and treat the meeting as a formal one irrespective of the dress code or venue. It is better to be over than under dressed. Personal hygiene is important - don't smoke or eat strong foods beforehand.

Location. Ensure you have *full* details of the company – address inc. postcode (for sat nav), a map, contact numbers and the interviewer's full name and title. It may also be prudent to find out about availability of car parking or security procedures. Don't leave any of this until the last minute or the morning of the interview.

Journey. Make sure you know *exactly* where you are going and how long it will take. Remember to make adjustments for the time of day, traffic congestion, etc and it may be a good idea to check traffic reports before you set off. Allow yourself plenty of time and aim to arrive at least 10-15 minutes early. If running late, inform the company or your agent. Remember to turn off your mobile phone before the interview.

THE INTERVIEW

Entrance. Be courteous and purposeful. Thank the interviewer for their time and make good initial rapport with a firm handshake and good eye contact. Stay calm and relaxed but avoid complacency or over-familiarity.

Attention. Pay full attention to your interviewer, listen carefully to their questions and remain focussed at all times.

Response. Be concise and clear with your answers, always answer positively but honestly. Never respond with yes or no answers, always elaborate and offer relevant examples to back up any statements but do not ramble or digress from the point. Avoid interrupting your interviewer and, if more than one interviewer is present, be sure to address all parties.

Close. Don't attempt to 'close' the interview, unless appropriate, or come across as pushy or over-confident. Ask any questions or specific points you would like to raise. When leaving, thank your interviewer for their time, shake their hand and leave on a positive note.

You may leave information with your interviewer (copy of your CV, contact details, etc) if you believe this to be necessary or if requested.

POST INTERVIEW

Feedback. Speak to your recruitment agent to offer your immediate feedback whilst the interview is still fresh in your mind. Clarify any specific points or ask any additional questions that have come to mind since the meeting. Your agent will relay your comments to the Client, pass their feedback onto yourself and keep you informed of progress.