

PLEASE NOTE:

THE INFORMATION PROVIDED IS A GUIDELINE PROVIDED TO ASSIST WITH YOUR PREPARATIONS PRIOR TO THE INTERVIEW. THIS INFORMATION IS UNDER NO CIRCUMSTANCE A GAURANTEE PROVIDED BY PROFESSIONAL SOURCING THAT ONE WILL RECEIVE AN OFFER OF EMPLOYMENT

Information you'll need

Arrive before the interview time . about 10 minutes early. If you are running late, phone ahead and let your consultant know this. He/she will then contact the company concerned on your behalf. Arriving late at the interview immediately puts you at a disadvantage with the interviewer.

Find out as much about the company as you can. Get hold of annual reports (available in large libraries or directly from the company itself); research the company on the internet.

The type of information you might want to research:

- The nature of the business i.e. what do they do?
- How many people do they employ?
- Where are they located and how many offices do they have?
- What was their gross income last year and what are their revenue forecasts for the next year?
- What general impression do you get of their commitment to the career development, training and motivation of personnel?
- You should always take extra copies of your CV with you, which you can also use as a memory aid if you feel under pressure in the interview.

It is vitally important that you dress appropriately, so as to make a good first impression. Many interviewers make decisions about an applicant during the first 5 minutes of the interview. The last thing you want is for your outfit to distract the interviewer from evaluating you or your abilities. If you have a tattoo or piercings (other than normal earrings for women) cover them up, or take them out. As mentioned, these could distract the interviewer. You should never chew gum in an interview! It looks unprofessional.

You will need to make sure that you understand who is interviewing you and what the interview process is likely to be like i.e. should you expect more than one person? How many interviews will you have? What are the interviewer's names and job titles? How many people contribute to the decision-making process? Do you expect there to be assessments and do you need to prepare anything for them in advance?

Before the Interview

When you arrive, greet the receptionist and state that you are there for an interview, and the person you are there to meet. Remember that everyone gives feedback, so be polite to secretaries, receptionists and all administrative staff. When you first meet your interviewer, make sure that you extend your hand for a hand-shake. Your hand-shake should be firm but not overly. Make eye contact, smile and greet the interviewer, and thank them for seeing you. Remember that your body language says as much about you as the actual interview does. Without distracting you from the interview, try and pay attention to what you are communicating with your body language.

Negative Body Language (to avoid):

- Yawning
- Slouching in your chair
- Fiddling
- Touching your face
- Crossing your arms
- Speaking too quickly
- Tapping your foot
- Positive Body Language (to use):
- Smile and make eye contact
- Sitting upright, but in a relaxed manner whilst leaning slightly forward
- Keep your hands and legs still
- Gesticulating with your hands when answering questions is acceptable, as it reveals a relaxed frame of mind

During the Interview

Be clear about what your strengths are in relation to the position you are being interviewed for, but give the Interviewer an opportunity to ask the questions before you start selling yourself! Make sure your responses are straight to the point. Attentive listening is one of the most essential abilities that you should focus on before answering a question.

It may not be easy under the circumstances, but try and remain positive. Every time you talk about a problem or issue that you may have faced, you should always try and mention what your involvement was in resolving the issue, or what you did to overcome it.

Common Interviewer Questions

Preparation for the interview is essential . you need to anticipate and be able to answer any type of question that they ask you. You need to research the company . go on their website and find out as much information as possible about them. If you are able to answer all of the questions below, confidently, you are properly prepared for the interview. Many of the questions they will ask are aimed at finding out whether you have the right qualities for the position, and for the corporate culture of the company.

- What do you know about our company?
- Why do you want to work for us?
- What makes you think you would be successful in the role?
- Why are you considering a career change at this time?
- What do you like most/least about your current job?
- What is the most difficult thing that you have done in your current position or what has been the highlight of your career so far?
- What are your most significant accomplishments to date?
- How would your team describe you?
- Describe your personality to us.
- What are your career goals?
- What are your three main strengths, and three main weaknesses?
- Where do you see yourself in 5 years time?
- What do you think we are looking for in this position?

Common Interviewee Questions

- Why has the position become vacant?
- What are your expectations of this role?
- What opportunities are there for training and career development?
- What are the most difficult aspects of this job?
- How would you describe the corporate culture in this company?

Good luck and please remember to phone your consultant after the interview.