

## PREPERATION FOR YOUR INTERVIEW

### POINTERS

- Obtain as much information as possible in advance – website, company literature, product knowledge.
- Always dress appropriately for an interview, dress smart, suited or applicable to the attire of the company you are meeting with.
- Always shake hands firmly, establish eye contact and smile on introduction with the interviewer, this will make you appear confident, eager and friendly.
- Answer questions concisely and to the point, do not volunteer irrelevant information.
- Always be positive about yourself and your abilities – concentrate on things you have done, can do and enjoy doing.
- Negative responses are not received well, either about yourself or previous employers.
- Do not talk about salary or benefits etc. unless you are asked.
- Remember it is a 2-way thing – you are both interviewing each other.

### QUESTIONS TO THINK ABOUT PRIOR TO YOUR INTERVIEW

1. What do you know about the company?
2. What is/are your reason(s) for leaving your current/last job?
3. What do/did you like best about your job
4. What do/did you least like about your job?
5. What are/were your responsibilities n your current/last job? (an average day)
6. What are you career plans or what are you looking for with regards to promotional projects?
7. Where do your strengths lie? (think in line with what the client will want to hear)
8. What are you weaknesses? (try to turn it into a positive point, or that you have now overcome or learnt from it – what have you done to overcome it?)
9. What personal qualities do you feel you can offer an employer?
10. What interested you in this position?
11. How do you cope under pressure? (give an example)
12. How do you cope when you have to prioritise? (give an example)
13. How do you work within a team? (give an example)
14. How do you work using your initiative? (give an example)
15. What are your technical abilities and at what level?
16. Why should we employ you rather than anyone else?

### QUESTIONS FOR YOU TO ASK – MOST OF THESE YOU SHOULD KNOW PRIOR TO INTERVIEW OR FROM YOUR RESEARCH

1. How many staff do you have?
2. Do you have any other sites?
3. Who are some of your major clients?
4. Who are you main competitors?
5. What is the working environment like?

6. How would you describe the company's style/culture?
7. What do you do differently to make you more successful?
8. Who would I be reporting to and what are they like?
9. What are the team that I would be working in like?
10. What type of person do you feel will fit in with the existing team?
11. What other departments do you have? Will I be involved with them in anyway?
12. How would my day be split? What will I be doing the highest % of the time?
13. What are the rewarding parts of the job?
14. When is the busiest/quietest time of the day?
15. How do you feel this role will develop?
16. What training will I receive?
17. What skills are you looking for? What experience are you looking for?
18. Is there anything else you would like to know about me?

## AT THE END OF THE INTERVIEW

- If they ask you if you have any further questions, and you have – ask, if you feel you have asked them all don't be afraid to say you think everything has been covered.
- Thank them for their time!
- Tell them if you are interested and give them 3 or 4 reasons why you like it.
- Tell them when you can start.
- Ask them how soon they can let you know or when a 2nd interview will be.
- Shake their hand – remember to smile! Ask to look around if not already done so.

## CALL ME WHEN POSSIBLE - STRAIGHT AWAY AND GIVE ME YOUR FEEDBACK

The sooner we can give your feedback to the employer the sooner we will get a decision.

## REMEMBER THE FOLLOWING

Body Language 58%	How you sit, what you wear, hand gestures, eye contact, smile, enthusiasm, confidence, hand shake and facial gestures.
Voice Tone 34%	Clear polite, well spoken, not loud, not quiet, enthusiastic, confident, interesting but most important of all is how to sell your self.
Words 8%	This is like a shopping list. You can't remember it all, just bits of it. Therefore the interviewer won't remember your words they remember how you came across, what you wore and if you were confident and enthusiastic and demonstrate that you could do the job!