

## GUIDE TO INTERVIEWS

Our advice is designed to help you to understand the interview process and help you prepare and execute to maximise your chance of success.

### GETTING THE BASICS RIGHT

- Always plan to arrive 10-15 minutes early for an interview. If you feel you might be late, always attempt to make the interviewer aware.
- Greet the interviewer by their name with a firm handshake.
- Always maintain eye contact, look interested and listen; don't talk over the interviewer.
- Try to ascertain as quickly as possible the key elements of the role to enable you to highlight your relevant skills and experience.
- Even if the job doesn't appeal, do not dismiss it immediately. It is always better to keep your options open and choose the right job for you from a selection of roles rather than only one.
- Don't lie; you'll only set yourself up for a nasty fall when you're found out!
- You should try and answer questions as concisely as possible, don't be derogatory about your current or previous employer and steer away from contentious issues and emotive topics such as politics and religion.
- Enquire about the next stage of the process.
- At the end of the interview thank the interviewer/s for their time.
- Always call your consultant after your interview and give them your feedback.

### BE PREPARED

Preparation is key to a successful interview. Ensure you are aware of the contents of your CV and make some notes to formalise your thoughts prior to your interview as it will help you to remember significant facts and figures about your prospective employer.

Think about how you will answer questions about the following:

- What do you know about us – research their website and document important facts
- Your major achievements - work related and non-work related
- Reasons you left your last job and want to leave current job
- Your strengths
- Your weaknesses
- What value you can add to the role
- Questions to ask the interviewer – enthusiasm is crucial but so is asking the right questions. This is your opportunity to interview the interviewer.
- Don't ask about salary or benefits until the interviewer raises the subject.

### COMMON MISTAKES

Remember that your interview is an assessment of your personality as well as your skills, knowledge and experience and any negative traits as well as positive ones will help to make up the interviewer's overall opinion.

You have very little time to impress and make a positive impact. Below are some of the most common mistakes made by applicants.

- Poor personal appearance
- Limp handshake
- Lack of interest and enthusiasm
- Lack of preparation and research
- Lack of demonstrable interest in the company/industry
- Critical of past employers
- Failure to ask sensible questions about the job
- Late arrival at interview
- Failure to express appreciation of interviewer's time
- Overbearing, over aggressive, conceited with superiority or 'know it all' attitude

Study the job description thoroughly to ensure you have the key skills required; your knowledge of these will be verified by way of the interview.