

Interview Tips

Interviews can be stressful - but we've compiled these tips to help you present yourself to the best of your abilities.

- Be polite and friendly to everyone you meet. You have no idea who might have an input into the hiring process.
- Dress smartly, but appropriately. It's a good idea to find out the office dress code before attending an interview, so you don't look under or over-dressed.
- Arrive early, around 10 minutes beforehand. Try not to be TOO early - perhaps go for a coffee nearby and prep yourself so you aren't rushing.
- Try to appear confident and relaxed. Take deep breaths before entering and give a confident handshake.
- If you're offered a drink, always accept. If your mind goes blank, it can be used as a prop to give time to gather your thoughts before responding.
- Make sure that you do your research into the company and try to find a little bit about the hiring managers background and journey with the company so far.
- Read and re-read the job description. make sure you have examples which show that you have each of the skills and attributes they want in a candidate, i.e. difficult situations you have had to overcome, a time you have had to work under pressure.
- If you're not too sure of something, make sure that you ask them to repeat the question.
- Prepare some questions for the end of the interview that show that you've done your research and are interested in the future of the company and how you can grow with them.
- Ensure you show your intentions for progression, to develop your skills and learn new ones. This is usually a nice question for the end of the interview, i.e. "what opportunities do you offer for learning and development?" or "What progression opportunities do you offer?"
- And remember - The hiring manager isn't interviewing you to catch you out, they're interviewing you because they think you would add value to their team, and want to know more about your skills, achievements and what sets you apart from the other applicants. You've passed the hardest test, getting through the door, now it's your time to shine!

This is just an overview of the points to consider, if you're interested in further information about interview preparation, give us a call on 02921 675 184 to arrange a meeting.

