



## Interview Techniques

### Before the Interview

Many people find interviews extremely stressful situations - here are a few tips to make it less so:

The main thing to remember is that the interview is a two way street. This is as much your opportunity to find out about the company and the role you are being interviewed for as it is for the company to find out about you. So just relax, and follow our simple rules and the interview will be a positive experience for both sides.

### Preparation

Research is essential to a successful outcome. Make sure you know what the company actually does and how well it does it. The easiest and most accessible means of gathering information is by visiting their web site. If the company is a large one, ask them to send a copy of their annual report.

Make sure you read your CV again before you go in. Remember to prepare some intelligent questions

### Practice

If it has been a while since your last interview or you are not feeling confident try to role play the interview. Think about the questions you might be asked and speak your answers out loud. It will help you immensely when you are actually on the spot.

### Just before the interview

Dress smartly.

Make sure you turn up on time (if not 10 minutes early)

If you are going straight from work at the end of the day give yourself time to unwind so that you appear fresh and motivated.

### During the Interview

Do

- Smile and shake the interviewer's hand firmly.
- Establish eye contact with your interviewer.
- Take notes. (Remember your pen and paper)

- Be honest, and don't be afraid to say 'I don't know'.
- Ask questions but at the right time.
- Check that you fully understand what the role entails, where you will fit in company/team, your responsibilities and what is expected of you both technically and general terms.
- Pause before answering questions. Consider your reply.
- Show enthusiasm for the job.
- Have a current copy of your CV with you.
- Avoid jargon internal to your organization.

Don't

- Smoke
- Bring up the question of salary or package.
- Waffle.
- Lie.
- Moan about your current or recent employer.
- Talk of personality clashes.

At the end of the interview try and gain a little feedback. E.g. ask what happens next, or whether they have any reservations about you.

After the interview

Contact your recruitment consultant ASAP. Your feedback is very important.

Finally the most important consideration in an interview is to be yourself whilst at the same time presenting yourself in a positive light.

Sample Interview Questions

Below are a selection of common questions asked at an interview. It is useful to prepare your answers to these questions so that you are not caught by surprise.

- Why did you leave previous jobs?
- What do your peers think of you?
- Why should we employ you?
- What can you bring to them?
- How do you feel working in a competitive environment?
- What parts of your current job do you most enjoy?
- Have you ever disagreed with your managers or peers?
- Give us a brief description of yourself and your current job?
- What do you think are the skills that we require for this job?
- Why do you want to become a ....?
- What do you know about us?
- Why do you want to work for us?
- What is your career plan?

- What one word would sum you up?
- What are your weaknesses/strengths?
- How are you going to address those weaknesses?
- What was the last training course that you attended?
- How do you learn new things?
- How did you prepare for this interview?

Interviewers will often ask for real life examples of how you have dealt with issues in a work situation so consider which examples you would wish to share.