



## **Interview Advice**

### **Before the interview**

- Ensure you know WHERE you are going for your interview and how long it will take you to get there. Perhaps do a trial run.
- ENSURE you have the right date and time.
- KNOW the interviewer's name.
- PREPARE three – four questions to demonstrate your interest in the position.
- Select the KEY skills/achievements in your CV that are relevant to the job you are going for. Prepare these in your mind so you can openly and confidently relay them.
- RESEARCH the employer and the job. Visit their website and learn the job specification.
- PREPARE answers to the following questions:
  - What do they do?
  - Who are their customers?
  - What sort of organisation are they?
  - Any financial information - turnover, profits etc?
  - What sort of person do they want?
  - How can you best fit your skills to match the job?
- DRESS in smart business dress, ideally black, navy or grey with only a splash of colour.

### **At the interview**

- On introduction, smile and make good eye contact.
- Give a firm handshake.

#### Questions you may be asked

#### **Why do you want this job?**

Explain that it's a good next step for you. Use the research you've done to demonstrate this.

#### **Where does it fit in with your career plans?**

Describe your career progression and what you're aiming for.

#### **What are your strengths?**

Try and relate your strengths back to the job spec

#### **What are your weaknesses?**

These should be positive weaknesses – for example, you may be inclined to work too hard or you're a perfectionist.



**What's been your most significant success at work?**

This is about your personal achievements and contribution, not about your colleagues. If you have limited work experience, describe achievements outside work but relate them to the job you are applying for.

**What is the biggest mistake you ever made?**

Describe what you learnt from the experience.

**What is the greatest challenge you have ever faced?**

Keep it relevant to the job and be positive, describing what you might do differently in a similar situation next time with the benefit of hindsight.

**You've changed jobs three times in the past five years, why should I think you will stay in this one?**

Great opportunities came your way and you would have been foolish to turn them down. Or, you took a job to achieve a particular goal and, having succeeded sooner than you expected, it was time to move on.

**What do you do outside of work?**

You want to appear active, but not so busy that you could not get to work on time or stay late occasionally.

**What's your current salary?**

Include all your perks and bonuses, but tell the truth. The interviewer can always contact your current employer to check.

Other questions may include:

- What interests you about the role?
- What skills or relevant experience do you have that make you right for this role?
- What do you know about us?
- What were/are your responsibilities in your previous/current job?
- Why are you looking to leave or why did you leave your last role?
- What can you bring to a team environment?
- How do you work using your own initiative?
- What did/do you enjoy most about your previous/current job?
- What did/do you enjoy least about your previous/current job?
- What are your long term career plans, or what you are looking for with regards to promotional prospects?



- How do you cope under pressure?
- If three co-workers gave you tasks to do, how would you prioritise?
- What personal qualities do you have to offer a business?
- Why should the business employ you over somebody else being interviewed?
- When would you be available to start?

#### Questions YOU may ask

- Why has the position become available?
- What is the working environment like?
- How big is the team?
- How does the job fit into the team?
- How long do people tend to stay in this role?
- What is the possibility of promotion within the company?
- If I was offered the job, what are the main monitors for success?
- How would my day be split?
- Who would I be working with?
- What sort of training will I receive?
- Who would I be reporting to?
- How soon are you looking for someone to start in the role?
- What is the next stage in the process?

#### Ending the interview

- First impressions are **VERY** important, but so are the last. End the interview on a **positive, confident** note that the client will remember.
- If you feel comfortable doing this, ask if it would be appropriate for you to be shown around the office where you will be working.
- Ask when you will hear back.
- Finish by thanking them for giving you the opportunity to be interviewed.
- Shake their hand, and REMEMBER TO SMILE!!