

INTERVIEW ADVICE

Before the interview...

We will give you as much information about the company and the interviewer as possible prior to the interview, and the following list of items will help you gain advantage over other applicants:

1. Research the company website
2. Consider what questions they might ask and plan your answers
3. Dress smartly and remember that first impressions count
4. Know exactly how long your journey will take and allow extra time for unforeseen circumstances
5. Keep a note of our telephone number so that you can call us if you are running late, unannounced lateness will not aid your goal of getting the job
6. Prepare some questions to ask at the close of the interview, inability to ask relevant questions during job interviews can show lack of preparation and commitment. If you are lacking inspiration here are a few examples:
 - What is the progression for this position, where can I expect to be if my performance is good?
 - What are the plans for the company and the department?
 - What is it about this company that sets it apart from others?
 - Ask direct questions about your performance, such as "How well do you feel my experience meets what you are looking for?"
7. Arrive 5-10 minutes prior to the interview time
8. Switch your mobile off prior to the interview

During the Interview...

During your interview, the number one rule is to be yourself. Here are a few tips to ensure your interview runs smoothly.

1. Give a firm handshake
2. Answer the questions you are asked concisely
3. Allow the Interviewer to control and guide the meeting
4. Avoid being negative at all costs
5. Turn weaknesses into strengths
6. Be aware of your body language (sit up straight, avoid fidgeting, etc)
7. Ask your pre-rehearsed questions at the close of the meeting to show that you have prepared

After the interview...

Now you can relax the hard part is over! Before you call us with feedback, consider a few things it would be useful for us to know:

1. How long did the interview last?
2. What did you think of the interviewer(s)?
3. How was the opportunity described?
4. What interests you about the opportunity?
5. What reservations do you have?
6. What future can you see for yourself at the company?
7. Was the subject of money discussed?
8. How was it left at the end of the interview?
9. Would you accept an offer at this stage, or do you need more information (other than offer details)?
10. How does this opportunity compare with any other options you are considering?