



INTERVIEWS PREPARATION IS KEY

"BEING INVITED TO AN INTERVIEW MEANS THAT YOUR APPLICATION MUST HAVE MADE A GOOD IMPRESSION. AN INTERVIEW IS A DISCUSSION BETWEEN YOU AND AN EMPLOYER TO FIND OUT IF YOU CAN DO THE JOB. YOU NEED TO PREPARE YOURSELF FOR THE INTERVIEW TO MAKE SURE THAT YOU ARE SUCCESSFUL"

An interview offers the interviewer the opportunity to gain an understanding of what you can offer as a potential employee. This includes your personality, attributes, experiences, strengths, and anything else relevant to the role's requirements. This is also an opportunity for you, as an interviewee, to ask your own questions to clarify if the role and the organisation meet your criteria.

BEFORE AN INTERVIEW

- **RESEARCH:** The first step is to research the employer fully and if possible, your interviewer (Via the company website or LinkedIn). Should the interviewer ask why you want to work for the organisation, the information you gather will help you to formulate a good answer. On top of that, the more you know about them the better position you will be in to ask intelligent questions during the interview, and this will show you've done your homework.
- **UNDERSTAND THE JOB DESCRIPTION:** Re read the job description and consider the key competencies and attributes the client will be looking for.
- **CONTACT DETAILS:** Make sure you know who you are meeting and make a note of contact details, in case of delays outside of your control.
- **CV:** Re-read your cv to ensure you are up to speed with all your history, so you can answer any questions relating to your career history. It's a good idea to take a printed copy with you as well just in case.
- **PREPARE:** Take some time prior to your interview to prepare for potential questions, as well as preparing some that you wish to ask. Make sure any documentation you may need is ready and available to hand over if requested.
- **PUNCTUALITY:** Plan your journey well, ensure you know exactly where you are going and how you are going to get there. Check travel timetables and parking facilities, get the location ready on your Google Maps or print off some directions. Arrive at least ten minutes prior so you can take time to refresh and speak to the receptionist in a positive, but relaxed manner.
- **FIRST IMPRESSIONS:** First impressions really do matter, so create a strong one by dressing smart and greet the interviewer with a firm handshake and make eye contact. Prepare your outfit in advance, so you don't panic on the morning and are happy it's presentable. Check yourself in a mirror to ensure you are confident in your appearance.



DURING THE INTERVIEW

Ensure you have switched your mobile phone off

- Do your best to relax and be confident in what you have to offer. Try to stay upbeat and positive throughout.
- Be aware of your posture and body language
- Avoid criticising previous employers and colleagues
- Try not to waffle too much, get your point across, but in a succinct manner
- Remember this is a two-way interview to see if the employer feels you are suitable, but it's also for you to see if the role suits you too.
- Don't be afraid to ask the interviewer to repeat or explain further if you do not understand a question.
- Ask any questions that you have prepared e.g., is training provided, what is the progression in the company like
- Find out when you may hear back as to whether you have been successful and when they would be expecting you to start
- Thank the interviewer/s for their time at the end of the interview and express your interest if you feel the role would be ideal for you.

POST INTERVIEW

- One day after your interview, you can send your first note. Send a quick email thanking the hiring manager for their time. Keep it short and sweet. Mention one specific thing about the interview or what you learned about their organisation. Finally, mention how much you are looking forward to hearing from them.
- If you don't hear back from the hiring manager by the date, they said they were going to make an offer, don't send a note right away. It is possible there are delays in making a final decision, but you're still in the running. Give them a little time to work things out
- Put a note on your calendar to follow up one week after that date if you still haven't heard back. When that day comes, send a quick note — no more than three paragraphs — to the hiring manager you dealt with.
- If you are working with a Recruitment Agency, always contact them straight after your interview to give them your honest feedback. They can then relay this information back to the client.

DEALING WITH REJECTION

If you were unsuccessful, it can dent your confidence.

Try to:

- Gain constructive feedback on why you weren't selected at this time.
- Don't dwell on being turned down, and consider the bigger picture i.e., it may not have been the right role for you at this time, or the company fit may not have been ideal.
- Think objectively, use this to build on your core strengths and address developmental points.
- Learn from it and grow – if you performed to the best of your ability, displayed all your relevant technical expertise, demonstrated your competencies, and communicated in your most engaging manner in an interview, take comfort from knowing that perhaps the timing wasn't right and that this was possibly not the role or company for you.
- Stay positive – work with a recruitment agency to help you find the right role for you.