

Interview Tips

- Make yourself familiar with the company to which you are presenting yourself for interview.
- Take notes of the details supplied to you by your consultant and gain further information from say the company's website. Type of products and/or service, reputation, any promotional material advertising etc.
- Be aware that you may be asked about your previous employment. Your duties, responsibility, accountability, personalities, culture etc. (Bear in mind that it is inappropriate to discuss details that your previous employer would expect you to keep confidential) Your respect of this will show integrity to your new employer.
- You may be asked to provide examples of previous situations where you acted as part of a team, solved problems or used your initiative.
- When asked questions try not to just give a yes or no answer. Provide some detail and explain yourself.

Dress Code

Ask your consultant to recommend the appropriate presentation. It is important to be presented smartly. Avoid casual clothes even if you know it is company policy.

Some companies do dress down however, your consultant will advise you.

Your Attitude / Behaviour

The interviewer will expect you to show interest in the company and the role. Your level of enthusiasm can considerably influence the outcome of the interview. Any questions should be intelligent and relevant to the company or the role.

How to Conduct Yourself

- Ask sensible questions like what the company's best selling products/services are: How many staff do they have in total?
- If you are interested in the role - say so.
- It is O.K. to express pride in what you do and how you do it.
- Show confidence in areas relevant to the role. This is what the interviewer may refer to as strengths.

- If the question arises regarding weaknesses try and relate it to areas that you feel you could improve in. Your awareness of this will impress the interviewer.
- Your level of maturity, flexibility, adaptability, how you handle pressure, deadlines etc will be assessed.
- Be aware that your interviewer may try and discourage you from the position to see how you react.

Do's

- Always be punctual
- Be polite
- Shake hands firmly
- Focus on the interviewer
- Listen carefully to the interviewer
- Show interest
- Smile, look happy
- Be clear and sincere
- Maintain eye contact

Don'ts

- Don't smoke
- Don't lie
- Don't criticise your previous employers
- Stick to the topic: don't go off on tangents
- Don't over answer. Know when to stop talking
- Don't mention salary/wages or holidays at the initial interview unless the interviewer gives you an indication that they want to hire you

Examples of Questions you may be asked

Why does this job interest you?

What are your short/long term goals?

Which of your previous roles did you enjoy the most?

Give me examples of.....?

How do you cope with.....?

Have you ever had a conflict with a colleague?

Negative Influences on the Outcome

Poor presentation

Over confidence

Not speaking or expressing yourself clearly enough

Nervousness (if you are nervous there is no harm in saying so)

Over emphasis on money

Criticism of previous employers

Weak or too strong a handshake

Failure to ask any questions about the job or company

Inflexibility

Closing the Interview

If you are interested in the position ask about the next step

If the interviewer offers the position to you accept it. However if you need time to think about it, give them a timeframe that you will get back to them in.

Always thank the interviewer for their time and say if you enjoyed meeting them.