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Interview Tips...

Prepare yourself, interviews are two way meetings.

They are an opportunity for the interviewer to find out about and for you to find out about the organisation and if the position will provide you with the challenge and job satisfaction you are looking for.

Do First impressions count? You bet they do!

Your first few seconds are fairly vital when you walk into that interview. We all give out different signals and these can be influenced by the way you dress to your body language. In our opinion it all starts with a firm handshake (that's firm, don't shake their hand off!) and being smartly dressed.

Interview Preparation

Identify 80% of questions you may be asked

Employers want to know whether or not you are suitable for the job for which you are applying and so will ask you questions to find out. They have identified a range of skills and qualities that the position requires. You simply need to identify a range of examples that illustrate these skills.

You can identify the skills that your employer is looking for by:

- Visiting their web site
- Looking carefully at the job advert, job description and/or person specification

Before the interview

- Research the organisation, using recruitment brochure, annual report, web site etc.
- Check what you need to take with you, eg. CV, dissertation, portfolio
- List potential questions you might be asked and practice your answers

Your questions

Most interviews allow time for you to ask questions. If your questions have all been answered, say so. However, it's a good idea to have a few questions prepared. You might even want to write questions down and take them with you:

- *Who could I be working with? Report to?**
- *How do you see the job role / function developing in the future?**
- *What opportunities are there for staff development and further training?**
- *What are the arrangements for inducting new staff?**



Interview Tips ...



Dress Code - What Clothes Should You Wear For Your Job Interview?

It's always a tough call when trying to decide what to wear for a job interview. As a pointer it's always a good idea to "Dress above the rest" at an interview – remember you are out to make an impression. So a pretty simple rule - if the company's dress code is casual then you need to be dressed casually but a little smarter, if the dress code is a suit and tie then you need to wear your best suit and tie –it's pretty easy for you to judge for yourself.

Likely questions

Employers will ask a range of questions, but not all will apply to you. Think about some of the questions below and prepare as much as you can broadly categorised as follows:

Warm ups ...

Questions designed to relax you, although some employers like to put you on the spot straight away;

"Tell us about yourself" - prepare for the worst - a classic opener that can really throw you. Plan ahead by having presentation statement to cover this.

"Paint me a picture of yourself? What kind of person are you?" - Rather than say "I'm an ideas person", talk about a time when you changed things with a good idea.

"What are your main achievements to date?"

"Why do you want to work for us? "

Questions to find out how well prepared you are, how keen you are to fill this job and / or to work for this particular employer.

"Why do you want to work for us? Why do you want this job?" - Have a clear answer to this (even if, privately, you're not sure - you only have to decide when the job offer is in your hand).

"What do you think are the main skills and qualities required for this job? "

After your interview

Most people improve at interview with practice. Make sure you learn from each interview in order to improve and prepare for the next one:

Reflect on the interview and how it went, what could you have done better? Write down the questions you found difficult - consider how you might answer these again now that you have had more time to think about them.

Consider how you came across - were you confident, did you present well?

Ask for feedback once you are aware of the result of the interview.