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INTERVIEW TIPS....

Interview Preparation

It is very important to be prepared when walking into an interview. It shows you have a genuine interest in the company and role you are applying for.

Research the organisation

Researching the company/organisation before your interview is very important, it allows you to not walk in blind to your interview and gives you the opportunity to learn valuable information about the organisation, their clients/customers and maybe the industry themselves.

Having done your research, it will help you to feel more at ease and confident at your interview. It shows you have an interest in the company and what they offer.

There are many ways to research a company and these include:

- The company website
- Social media pages, often these have reviews you can read.
- If you acquired the interview through an agency they should be able to provide you information for you.

Research standard questions

Researching interview questions is allowing yourself to be more prepared for anything the interviewers may throw at you. The last thing you want to happen when asked a question is to have a blank mind and an awkward silence.

You can find lists online of typical interview questions, or try and remember any questions from previous interviews. It never hurts to write out your answer and even saying them out loud can help.

Practicing your answer over and over again will increase your chance of being able to give confident questions, but remember to keep it short and to the point and if asked, be ready to elaborate, make sure you answer the actual question and not steer off onto something else.

Standard interview questions:

Below are some typical interview questions:

- "What interests you about the job role" or "Why do you think you suitable for this role"
- "What do you know about our company" - this is where you need to have done your research.
- "Tell me about your strengths and weaknesses" or "Tell us a bit about yourself"
- "Do you have any questions for us?" This is your opportunity to find out as much as you can about the company.

Prepare yourself.
Interviews are like
two way meetings.
Approach it as an
opportunity for the
interviewer to find out
about you and for you to
discover if this is the right
place of work for you.





Interview

Of course it is entirely normal and expected to feel nervous before heading into an interview. Use the tips below to help ease those worries.

First Impressions

How you conduct and present yourself at your interview is very important. You want to show yourself as professional and polite.

- **Be Punctual.** Don't turn up late, but if you are unable to avoid this, ring ahead.
- **Be Organised.** If asked to prepare anything for interview, be sure to have it presentable and accessible.
- **Dress Appropriately.** Choose an outfit that is smart, appropriate, professional and comfortable also.
- **Body Language.** Sit up straight, lots of eye contact and be engaged with the conversation happening.
- **Language Used.** Be polite with your answers and questions. Try and use language appropriate to the role.
- **Attitude.** Bring a positive, friendly attitude to the interview. You want to enter this interview alert and ready to go.

Match your skills, qualities and experience to the job description.

It's important to show the interviewer how suited to the role you are by showing how your previous experience, knowledge and skills link into the job description.

You may have done this role before, therefore, can show clearly how you would undertake the role confidently and effectively. On the other hand, you may be applying for this role for a career change so do not have experience, but look closely at the skills from previous employment and how you can transfer them. Including strengths and weaknesses in this section of question will only enhance your character to the interviewers.

Points To Remember.

- **Bring a copy of your CV.** Be prepared in case the interview asks for another copy.
- **Notepad and pen.** You may want to write the answers to your questions down or other information given to you by the employer.
- **Make sure your phone is switched off.** You do not want any interrupting phone calls to through you off your train of thought.

Ending the interview.

A positive end to the interview is another way to ensure your success.

- **Be courteous.** Allow the interview to end on time.
- **Restate strengths.** Add experiences that you might not have emphasized earlier.
 - **Mention.** Add a particular accomplishment or activity that fits the job.
 - **If you want the job, say so!** Find out if there will be additional interviews.
 - **Ask.** Find out when the employer plans to make a decision.
- **Indicate a time.** Establish when you may contact the employer to learn of the decision.
- **Don't forget.** Thank the interviewer/s for their time and agreeing to see you.