



WORK AND LEARN

Interview Tips

Interview performance is often the deciding factor when deciding between candidates for a job. This makes the face-to-face meeting a critical part of the recruitment process and you will need to impress from the start.

Find out as much information as possible about your prospective employer in advance. Many now have websites which are packed with information. Familiarise yourself with the mission statements, past performance, future goals and current analyst ratings. Be aware that if your prospective employer does have a comprehensive website, you may seriously compromise your chances if it becomes apparent you have not taken time to research it.

Here are some useful tips which can help in putting the right impression in any interview.

1. Wear Suitable Interview Clothes
2. Arrive on time for your job interview
3. Greet your interviewer standing, with a strong, firm handshake and a smile! Good body language is vital. Sit up straight with both feet on the floor. Speak clearly and confidently. Try and maintain a comfortable level of eye contact throughout.
4. A standard interview will generally start with an introductory chat, moving on to questions specific to your application and experience. General information about the company and role may follow, finishing with an opportunity for you to ask your own questions.
5. Be familiar with your CV and prepared to answer questions from it. Similarly, ensure you have read any job description thoroughly and think of ways in which your experience will benefit your potential employer.
6. Listen to what is being asked of you. Think about your answers to more difficult questions and do not give irrelevant detail. Give positive examples from your experience to date but be concise. Avoid one word answers however. Prepare yourself in advance for common interview questions.
7. Be ready to ask questions that you have prepared beforehand. This can demonstrate you have thought about the role and done some research on the organisation. Ensure they are open, thus encouraging the interviewer to provide you with additional information.
8. Show your enthusiasm for the role, even if you have some reservations. These can be discussed at a later stage.