

## Just some tips on how to make the best impression!

### Interview Pack

#### Purpose of an interview:

The main objectives of a job interview are to secure a 2nd interview or to gain a job offer. By this stage the interviewer has almost certainly seen your CV and therefore you can assume that your skills and experience broadly match those required for the job.

An interview provides you with an opportunity to really sell yourself and convince the interviewer of your suitability for the position.

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### Preparation

#### Confirmation:

You should confirm the interview time, date, location and whom you are going to see. You must also confirm your route to the interview and plan enough time in order for you to get to the interview.

#### Research:

It is important that you are aware exactly what the company does. You can do this by looking on the company web site and gaining as much information as you can. Individuals who have spent time researching the company always impress interviewers; it demonstrates interest and initiative and shows exactly how serious you are about getting a job with that company.

#### Your CV:

Read through your CV thoroughly prior to your interview and be prepared to answer any questions that may arise from your CV. You must be able to back up the information that you have given on your CV explaining your reasons for moving from one employer to another.

#### Presentation:

'First impressions last!' You never get a second chance to make a first impression so it is essential that you present yourself in the best way possible. Dress in a professional manner. Make sure prior to your interview that you have a suit clean and ready to wear, a shirt/blouse ironed and ready and make sure that your shoes are clean! Don't wear excessive amounts of jewellery or accessories. Personal grooming is a vital element of your presentation and reinforces a professional attitude. It is worth bearing in mind that half of all interviewers make an initial decision in the first few minutes.

*NB: Take out any piercings' that you may have*

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## The Interview

### Body Language:

- Shake hands firmly and smile
- Your initial greeting will create a vital impression, assert yourself in a positive manner without being over bearing.
- Wait until you are offered a seat before sitting down.
- Sit reasonably still and keep your hands on your lap - don't fidget, as this will distract the interviewer from what you are saying.
- Maintain eye contact; if there is more than one interviewer make sure you acknowledge all who are present but when asked a question direct your answer to the person who is talking.

### Skills:

By the interview stage you should be able to identify your accomplishments and strengths and know how to articulate them. Focus on the impression that you want to convey. Be prepared to sell yourself and your skills/experience, you will be in a position where it is essential that you convince the interviewer that you are uniquely qualified to fill their job requirement. Do not underestimate your abilities and on the same note be careful not to oversell yourself and come across over confident.

### Knowledge:

Be prepared to explain why you want the job; be clear and articulate and able to explain why you are well suited for the position.

### Attitude:

Be enthusiastic and positive; remain courteous and polite throughout the interview. You will need to impress that you are motivated to get the job done well and that you will fit in with the company's organisational structure and the team in which you will work.

### Composure:

Listen carefully to each question being asked. Do not be afraid to sit and think before answering. This will enable you to be concise and sincere and stop you from rambling.

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## Answering Questions

The following is a general list of some of the questions that are likely to be asked:

- Tell me about yourself? - This is usually the opening question and one of the most important. Begin with an overview of your highest qualification, follow the structure of your CV, giving examples of achievements and skills you have picked up along the way. If this is your first job from leaving education focus on areas that you must enjoyed during your studies and how that has led you to this type of job.
- What are your strengths and weaknesses? - Pick your main attributes that you think will get you the job and give examples of how you have used these in a working environment. For your weaknesses, try and pick something that you can put a positive spin on or that you have done something about to turn it around.

# ROCK

## RECRUITMENT SPECIALISTS

- What can you bring to this company that another candidate can't? - Find out what they are looking for from the job or person spec and draw on these attributes from your personality.
- Why are you interested in this job? - the interviewer is looking to hear that you have given this some thought and prepared for the interview. You should have a good idea about the company's values.
- What do you know about this company? - this is a good opportunity to show that you have researched what the company do and just as importantly their values. Most companies should have a mission statement so this is something you could use to sum up your opinion of them.
- How would you describe yourself? - Interviewers use this type of psychological question to see if you can think quickly. Think about the type of attributes that would be required to get the job done and draw on this from your own personality.
- Where do you see yourself in the next five years? - Talk about both long term and short term goals, try and relate this back to the job you are interviewing for and what steps you would need to take to get there.

### Hints & Suggestions:

When answering questions, always try to remain positive; constructive and concise. Bear in mind the company you are being interviewed by and their culture, the job that you are being interviewed for and the impression you will be portraying with the answers that you give.

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### Asking Questions

When you go in for your interview you should be prepared with a list of questions on areas that you wish to find out more information on. The following is a list of some questions that you could ask.

- What are the initial responsibilities of the job?
- What training will be provided?
- Who will I be working with (team structure)?
- Why has the job become available?
- What are the company's plans for future development?
- Where will I fit into the overall organisational structure?
- What will you expect of me in the first 6 months?
- Who are your customers?
- Why do you enjoy working for this company?

### Closing:

- How many people are you interviewing?
- What is the next stage of the interview process should I be successful?
- When will you be making a decision?
- When are you ideally looking for someone to start?

*NB: Remember to tell the interviewer if you are interested and would like the job.*

Always Remember!!!

A strong finish is as important as a first impression, when the interview is obviously at an end, stand smile and shake their hand. Thank the interviewer for taking the time to see you.

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## Interview Don'ts

DON'T:

- Try to be too clever
- Lie, pretend or give evasive answers
- Lose your temper, get flustered, panic
- Criticise your former employers
- Use slang or swear
- Try to be funny and crack an ill timed joke
- If you smoke, do not have a cigarette immediately before going in to the interview as your interviewer may not smoke and may look upon this as unfavourable

## Factors that can cost you the interview/job

- Being unprepared for the interview
  - Poor/limp handshake
  - Poor presentation, dirty and unkempt appearance, personal hygiene
  - Saying unfavourable things about previous employers
  - Not being able to communicate clearly and effectively
  - Not remembering dates/details on your CV
  - Not being able to explain reasons for moving from one job to another
  - Being aggressive or acting in an arrogant or superior way
  - Making excuses for failings or blaming others for your failures
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**Ready! Have a great interview and GOOD LUCK!**