

Pre Interview Advice

Preparation

- CHECK: Location, Interviewer's Name, Date & Time
- RESEARCH THE COMPANY : Website, Company literature
- DRESS IN SMART BUSINESS DRESS: Black/Navy/Grey Suit/Jacket
- SMILE ENTHUSIASTICALLY THROUGHOUT THE INTERVIEW
- GIVE A FIRM HANDSHAKE & MAKE EYE CONTACT
- PREPARE 3-4 QUESTIONS TO ASK AT THE INTERVIEW
- ASK FOR THE JOB AT THE END OF THE INTERVIEW TO SHOW INTEREST

Questions based on your CV to explain your career path and ambitions

- Pick out your skills and achievements that are directly relevant, and rehearse these.
- Be prepared to explain any unusual parts of your CV, such as any time taken out of employment or education.

General questions about you

- What interests you about this job?
- What skills and experience do you have that make you right for this job?
- Do you prefer to work as part of a team or as an individual?
- What are your long term goals?
- What do they know about the company?
- What are the reasons for leaving your current/last job?
- What do/did you like best about your job?
- What do/did you like least about your job?
- What are/were your responsibilities in your current/last job? (An average day)
- What are your career plans or what are you looking for with regards to promotional prospects?
- Where do your strengths lie? (Advise in line with what the client will want to hear)
- What are your weaknesses? (Try to turn it into a positive point i.e. something that you have now overcome or learnt from it)
- What personal qualities do you feel you can offer an employer?
- How do you cope under pressure? (give an example)
- How do you cope when you have to prioritise? (give an example)
- How do you work within a team? (give an example)
- How do you work using your initiative? (give an example)
- What computer packages are you familiar with and at what level?
- Why should we employ you rather than anyone else?

Pre Interview Advice cont..

Questions a candidate could ask

- What is the next interview stage?
- How soon are you looking for someone to start?
- Training opportunities?
- When were you established?
- How many staff do you have?
- Do you have any other sites?
- Who are some of your major clients?
- Who are your main competitors?
- What is the working environment like?
- How would you describe the company's style/culture?
- What do you do differently to make you more successful?
- Who would I be reporting to?
- What are the team that I would be working with like?
- What type of person do you feel will fit in with the existing team?
- What other departments do you have? Will I be involved with them in any way?
- How would my day be split? What will I be doing the highest percentage of the time?
- What are your expectations of the successful candidate in the first 3 to 6 months of joining the company?
- What are the rewarding parts of my jobs?

First Impressions are very important, but so are last impressions. You must end the interview on a positive and confident note that the Client will remember.

How to end the interview positively

- Thank them for their time.
- Tell them that you are interested and give 2 or 3 reasons why.
- Tell them when you are available to start.
- Ask how soon they can let you know or when the second interview will be.
- Shake their hand – remember to smile!
- Ask to have a tour of the office environment if they haven't already shown you.

ASK FOR THE JOB IF YOU ARE INTERESTED