

Interview Preparation

Introduction

- Make sure you get as much detail from your agency as possible
- Full job specification (match your skills against this)
- Company background
- Reason for the vacancy
- Timescales
- Interview Process/Next steps
- Who is interviewing you?
- What is the whole process likely to be?
- Company web site (and look it up)
- List the questions you wish to ask
- Do you know anyone who has worked there or works there currently for some inside information?

On The Day

- Review directions to the interview
- Have appropriate phone numbers in case you are delayed or lost
- Leave yourself enough time to arrive 10-15 minutes early.
- Plan for traffic, weather, construction etc.
- If there is any chance of you being late, call your recruiter as well as the employer
- Wear appropriate business attire
- Don't wear too much jewellery (men and women)
- Don't smoke before you go in
- Maintain good personal hygiene and be freshly groomed
- If you have a unique hair colour (blue, yellow, purple) notify your recruiter in advance of the face-to-face interview
- If waiting in reception, it's usually best to refuse politely any coffee or tea offered. Cups can be awkward to handle when you are met
- Ensure you smile when greeting people, including any reception staff
- Make good direct eye contact
- Shake hands firmly

Fact Finding

Treat the interview as a fact-finding mission. Once you've gathered all of the essential data, you can make your own determination whether or not to proceed. We'll be with you each step of the process to help you make the analysis. In order to answer those three key questions that we mentioned earlier you're going to need to know a few pertinent items.

Here are some of the questions you need to ask to get the information you need.

- 1) Please define the specific opportunity for me
- 2) What are your expectations of success?
- 3) How will you identify, measure and reward success?
- 4) What is the culture of your firm
- 5) How do you differentiate the firm among its competitors?
- 6) Why is this a fun place to work?
- 7) How does a project flow through the company?
- 8) What is your management style and philosophy?

- 9) What accomplishments of the firm are you most proud of?
- 10) What attracted you to the firm and why do you stay?
- 11) What is vision for the business over the next 2-5 yrs?

These questions should be enough to put you well on your way of discovering whether or not this firm is right for you. We want to encourage you to write them down in a notebook and take them with you. This will allow you to focus on the answers you'll be getting from the employer. You won't have to worry about coming up with any questions or whether or not they're going to impress the interviewer. Of course, you'll have your own questions as well. Make sure to get them into the mix.

A good interview is a dialogue not a monologue. So, you should expect questions from the interviewer.

- Answer all questions directly.
- Look the individual directly in the eye, avoid periods of "no" eye contact.
- When discussing a project, briefly describe its overall aim and then in detail what you did and how this led to the success of the project.
- Be careful not to let your answers wander off into space
- It's usually advisable not to discuss money at the first interview

At the end of the interview

This is always a tricky time, but fortune tends to favour the brave!

- Ask how you've done. "Having met me and after our discussions today, how well do you think I match the role and your company?"
- Find out what is next. "If you believe I might be suitable, what would the next stage of the process be?"
- Thank them for their time. Smile. Shake hands and keep eye contact.
- Say goodbye to whoever greeted you at reception or showed to the interview if they are around
- Stay alert until well out of the building
- Call us and tell us all about it!