



HOW TO MAKE YOUR INTERVIEW A SUCCESS

You rarely get a second chance to make a good impression on a prospective employer, so at your interview it is important that you get it right first time.

Preparation

Interviews are two-way meetings and they are not only an opportunity for the interviewer to find out if you are a suitable candidate but also an opportunity for you to find out about the organisation and if the position will provide you with the challenge and job satisfaction you're looking for.

Think about your skills, qualifications and experience and ensure that you can talk confidently about what's on your CV. Particularly ensure that you can talk about the skills that are relevant and valuable to the position you are going for.

Prepare some questions to ask at the interview. At the first interview it would be wise to restrict your questions to details of the job and the organisation. Salary and benefit discussions are best left until a second interview or until a job offer is made.

Find out as much as possible about the company before the interview. A good starting point is to look up their website and find out about the products and services they offer, the office/s, and the number of employees. We'll also be able to provide you with most of this information in advance so just ask.

The Interview

Interviews come in many forms – panel interviews, one-to-one interviews or group interviews. Ask us what form of interview it will be beforehand. You may also be asked to take an aptitude or psychometric test depending on the type of organisation.

There are many different interview styles and each interviewer has their own personal style. Some interviewers fire questions at you while others start off with an open question such as *'tell me about yourself'* leaving you to do the talking. The majority of interviews will be somewhere between the two.

Two-Way Communication

- Make sure the employer knows the benefit of employing you. It is important to sell yourself by telling the employer details of your relevant skills and experience that you have to contribute to the organisation
- Try not to monopolise the meeting – let your interviewer talk
- Find out what the key points of the candidate specification are so you can show how you meet them
- Ask how the role contributes to the success, efficiency and profitability of the organisation
- Show that you've done some research
- Don't give negative information or bad news if you are not asked for it and don't criticise previous employers

After the Interview

Inform your consultant how the interview went as soon as possible.

GOOD LUCK