



# Successful interviewing

You get one chance to make a great first impression to a prospective employer and your interview is the place to do it.

## On the day of the interview..

- **Be punctual** - plan your journey beforehand, know where you are going to park (if driving), ensure that you leave enough time to calmly arrive a few minutes early - allow for traffic or public transport delays!
- **Delays** - Make sure you have your consultant's contact number . If you are going to be late for any reason contact us so that we can advise the employer.
- **Dress suitably** – For office based roles wear smart business clothing. Always ensure that you are well groomed, hair is tidy, shoes and clothes clean. Keep make up, perfume and aftershave to a minimum.
- **Relax and be yourself** - it is you they want to see!
- **Engage with your interviewer** - they will be relying on you for the information they need. You will be judged on what you say.
- **Be honest** - don't apologise for any weaknesses in your skills and experience.
- **Do not be surprised by personal questions** - your personality is as important as your skills and experience.
- **Remain positive at all times** - this is vital
- **Keep an interested and enthusiastic attitude throughout.**
- **Maintain eye contact.**
- **Never criticise past employers or colleagues** - this is seen negatively by an interviewer.
- **Do not be argumentative or rude.**
- **Use a firm handshake to conclude the interview and thank the interviewer for their time** - you can appreciate how valuable this time is.

## Interview questions

With so many possibilities you will never know exactly what an interviewer is going to ask. There are, however, re-occurring questions that you can prepare for.

- **“Tell us about you”** - prepare a concise statement that sums up who you are. This is a typical opening question so one that you should always prepare for.
- **“Why do you want this role/to work with ...(company)”** - even if you are not completely sure if you do want that role have a clear answer prepared, know why you are drawn positively to the company and why the role matches your skills and background.
- **“Where do you see yourself in 5 years time?”** - be genuine, talk about your career plans, what you want to achieve and how you want to grow. Describe how you believe that at ...company you may have the chance to fulfil this.
- **“Why did you leave....?”** - always remain positive, never talk badly of a previous employer. Prepare short, factual, summaries for each/any role that you have moved from.
- **“How will you...”** - describe your answer as if you were already working within the company, illustrate the point if possible with how you have solved a problem in the past.
- **What would you do if...”** - be prepared to think on your feet and be positive!

**“Good luck!”**

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