

INTERVIEW GUIDE

We have put together some useful tips in this document to help you prepare for your interview. This is designed to help you make the right first impression, and to ensure that you come away feeling you have given yourself the best opportunity to secure your next career move. An interview is your chance to show what you are capable of, but also to find out whether the role and company is right for you, so try to get as much out of it as possible.

INTERVIEW PREPARATION

Do your homework – on the company. Find out as much as possible about the company, its history, its current situation and its future plans. Research the internet, looking at the company website, company LinkedIn profile etc and remember to ask your consultant for any additional information that they can provide.

Do your homework – on the position. Have a thorough understanding of the position and its duties and responsibilities. Some organisations carry out competency-based interviews and so it is important that you can provide examples to demonstrate your ability to manage these responsibilities.

Do your homework – on yourself. Review your career history thoroughly including dates, job titles, duties and responsibilities, and accomplishments. Know your strengths and weaknesses and try to relate them to the role, you may be asked to provide examples to illustrate your comments.

It can be difficult to think of questions on the spot during an interview and so it is advisable to take a note pad along with some well-prepared and neatly presented questions to demonstrate that you are methodical, organised and have given thought as to why you are going to that company.

THINGS TO DO

- Dress appropriately – always wear smart and professional clothing. A suit is preferable if you have one, a smart shirt/blouse and trousers/skirt if not. Ask your consultant if you have any doubt.
- Maintain eye contact throughout the interview and where there is an interview panel, endeavour to look at all of them in turn.
- Ensure you greet everyone with a firm handshake and a smile. Often a team is asked what they think of interview candidates as they will have to work with the successful person so be aware of this from the moment you arrive. Make conversation in the waiting

room, and with the person who comes to collect you. Be professional, friendly and amenable.

- Always be positive when talking about previous roles and colleagues so as to give the impression that you are a loyal and dedicated person.
- Always be yourself and let your personality shine through.

THINGS TO AVOID

- Never be late - get there approximately 10 minutes early (to be late is unforgivable).
- Try not to give yes and no answers as you will be expected to expand and give examples.
- Do not talk about money until you are asked to do so. We will have told the company what salary you are looking for, and you should have been given an indication of what they are looking to pay from your consultant.

QUESTIONS YOU MAY BE ASKED

When dealing with any of these questions try to give full answers with examples and relate your experiences to their role.

- Why do you want to come and work for us?
- What can you bring to the role?
- What motivates/de-motivates you?
- What are your ambitions and where do you see yourself in 5/10 years?
- What do you expect from us as a company?
- What are your strengths and weaknesses?
- Why are you leaving your current role?
- Which aspects of your current role do you enjoy or dislike?

GOOD QUESTIONS TO ASK

Remember that you need to come away knowing as much as possible about the role for you to be able to make the right choice so ask as many questions as you need to.

- How do you see this role progressing?
- Can you give me a breakdown of the duties and responsibilities?
- What training schemes do you offer?
- Can you tell me about the future plans for the company and how this might impact the role?
- Is there anything I haven't covered that you would like to know?
- What is the interview process?

If you require any other information or help with interview technique then call Point to speak to your consultant, who will be more than happy to help.