

Interview Techniques

Having been invited for an interview, we can already conclude that you are some way through the recruitment process. We have assessed you and your relevance for our client and their requirement; likewise our clients have had the benefit of reviewing your CV and feel that you have experience that is of interest to them.

By reading this document you will be encouraged to make the most of the opportunity; it will draw your attention to interview techniques and areas that, if you focus on, will enable you to make the best account of yourself. This document will remind you about the interview process and what is expected of you and also, of what preparation you need to make.

It's down to you to ensure you reach your full potential – you only get one chance so this may be your only opportunity to make a good account of yourself; make sure it's the best account of yourself.

Research

Before you go for the meeting, research the company - use this to demonstrate that you are well educated and passionate about the industry. If you are not thorough in your research you may find yourself in a weaker position than other candidates who are interviewing with the prospective employer.

We suggest you research the company by following these procedures:

- View the company web pages and view their parent companies web pages.
- Find out whether the company have a brochure
- Put the company name in a search engine
- Learn about the market, their market presence, and the verticals they operate in.
- Who are their clients?
- What new business have they won recently?
- How many employees do they have?
- Go through industry magazines, newspapers etc.
- Do you know anyone who works for the company

Appearance

It goes without saying that you need to be dressed accordingly so before you go, take a good look at yourself. Ask family or friends what you can do to improve your appearance. Are your shoes clean, is your shirt pressed, how does the suit look; men no earrings and long hair can be frowned upon.

Follow up

Don't just thank the client for seeing you; take this opportunity to pick up on a point that came up in the meeting and talk about it constructively. This will allow the client to see your hunger, determination and ambition. They'll start to imagine how you'll fit in to the company and what value recruiting you would bring to the company, hopefully that 2nd interview or offer will be that bit closer.

Speak with the agent; give them as much feedback as possible as this will aid the process further.

Preparation

- Be ready to answer certain questions. The client may ask, "why are you looking", "why are you interested in working for their company", "what are your aims and objectives", "why should we recruit you".
- Be sure you're ready and able to answer these types of questions. By putting thought to it prior to the interview you'll answer the questions in a well-structured way. Have fact and figures prepared in your head; know what you want to say. Be able to talk freely about your achievements in your career to date.
- You'll be asked to talk about your ambitions and objectives, so make sure you are realistic.
- Have questions already prepared, this can be used as an opportunity to demonstrate how professional you are and the calibre of candidate that you are. It gives you the opportunity to show that you have prepared for the meeting by the content of the question. Pose questions on their visions, culture, and aims; gauge how you would fit in and the impact the position is expected to have.

Punctuality

Ensure you're there on time and be prepared for the unexpected. Know the journey, get an earlier train, and be prepared for traffic. You'll give a much better account of yourself if you're able to wait in reception for 10 minutes before the meeting, enabling you to get your thoughts together on the imminent interview.

Suggestions

- Speak with purpose - don't go off at a tangent
- Take a folder, note pad and pen to the meeting.
- Offer a firm handshake
- Never speak badly of previous employers
- Be personable as well as professional
- Body language – Be conscious of your body language i.e. don't fold your arms and maintain good eye contact etc.
- Be positive