

## INTERVIEW TIPS

### First Stage – Preparation



- Re-read your CV/Application form
- Do your research on the company using their website/and other literature
- Read vacancy details and the person specification
- Prepare questions to ask and to be asked
- Anticipate the obvious questions
- Decide what to wear for the interview
- Good preparation is the key and this should help you stay in control and avoid being stressed
- It would also be good practice to take along the following:
  - Copy of your CV
  - Passport/ and or work permits
  - Any relevant certificates of qualifications

### Second Stage – First Impressions



- Arrive in good time
- Make a good entrance
- Body Language – handshake, posture and eye contact

### Third Stage – The Interview



- Be yourself and be honest
- Be prepared to talk and answer questions properly, try not to waffle. If you need a few moments to collect your thoughts, take that sip of water or say you need a minute to think about your answer rather than speak instantly and regret it afterwards.
- Be positive, don't be negative about previous companies and positions
- Develop a rapport – this can be showing your energy, sense of humour and Smile

- Be ready to sell yourself
- Have some questions for the interviewer
- Expect the unexpected – interviewers sometimes try and catch you off guard by asking that ‘Killer Question’ but try to appear relaxed and in Control
- Get clarity on anything you are unsure of
- Remember to confirm you are interested in the role and when you are likely to hear if you have been successful or not

#### **Fourth Stage – Follow up**

- Follow up your interview by sending a “Thank you” e-mail or letter, confirming how much you enjoyed meeting with them and how interested you are. Take the opportunity to detail the key advantages you bring.

