

## Preparing for Interview

### *Preparation prior to your interview*

When attending any interview you need to present yourself in the best way possible. At this stage you may not be sure if the position is right for you, however you need to assume it is and act accordingly.

If you are ill prepared for an interview and during the course of the meeting it is apparent that the position is right for you, you need to be sure you haven't jeopardised your application by appearing ill prepared or disinterested, so the earlier you can start your preparation the better.

As part of your preparation, prior to the interview, look over your CV with a critical eye to highlight specific points, which the interviewer may raise as questions or potential reservations. Then, think of ways to answer the questions or reservations ensuring that your answer is put across with a positive spin. This way you are pre-empting the question and you won't have to think of an answer on your feet (during the interview). It will also give you greater confidence going into the interview.

Next, write down questions for which you need answers, to ensure the job is right for you. This shows you are interested, shows you have done your research and ensures you won't forget to ask the questions when the time comes.

The day before your interview call your consultant to confirm you will be attending the arranged interview. You can also confirm whom you will be meeting (this can sometimes change, so it is worth asking).

Hopefully by this point you will have completed your research for the interview, however it is worthwhile asking your consultant if they have any further suggestions for your preparation.

Confirm with your consultant what the main things the interviewer is going to be looking for during the interview and remind your consultant what it is you are looking to get out of the interview. (i.e. expectations/aspirations)

### *The Interview*

Firstly as you know, a first impression is very, very important in an interview situation. Therefore you need to make a positive and lasting impression ensuring you are smart, professional and enthusiastic. You want to be in a position at the end of the interview where you are of interest to the Company even if you decide the job is not for you.

Remember... "It's better to turn down a job that you don't want, than to be turned down for a job that you do."

During the interview the company will be assessing your ability to perform the duties of the role with the minimum of training and within the shortest time frames. They will check you experience, attitudes and flexibility to new working practises. The key to a successful interview is to give as positive an answer as possible and to tie your experience to the role on offer.

During the interview, probably towards the end, ask the interviewer if they have any reservations on your ability to do the job. This offers you the chance to address and counter any reservations they do have, but also allows you to re-emphasise any points that need clarity. Also if they don't have any issues with your abilities then it confirms that fact in the interviewers mind, helping them make a positive decision on you.

This leads finally to you closing down the interview. It is recommended that you tell the interviewer you are interested in the job, and ask them if you are of interest to the company. Don't forget to ask them what the next step is, in their recruitment process. This again shows your interest, and gives both them and you instant feedback. Also it demonstrates your ability to close (in a sales context).

One last thing; as soon as the interview has finished, it would be a good idea to call your Consultant to let them know how the interview went, while it's fresh in your mind. Your Consultant can then use this feedback when they speak to the interviewer to re-emphasise your interest and re-sell you if needed. It also shows the interviewer that you are enthusiastic about the job.

***For further suggestions on preparation, or if you would like to discuss interview techniques further, speak to your Consultant who will be happy to offer further advice.***