



The Interview

 **the works**
recruitment.com

What do I need to do before an interview?



Interviews can be stressful at times, being prepared is the key to having a successful relaxed interview!

Before the interview

- Research the company - the more you know about the company the better off you will be
- Think about how well your experience and skills fit the job and organisation
- Anticipate questions you might be asked, then prepare your answers
- Find out what form the interview will take, e.g. single, panel, group etc.



Before the interview

- You should also:
 - Think about what you want the interviewer to know about you
 - Plan your journey
 - Get a good nights sleep
 - Decide what you will wear
 - Arrive 10 minutes early



The interview


- Relax
- Listen carefully to questions and answer concisely, look directly at the interviewer when you talk and listen
- Speak clearly, be enthusiastic and express a keen interest in the position
- Keep to the point, be concise and always be honest
- Remember to smile



The interview



The interviewer will:

- tell you about the company and the job
 - ask you questions which will assess your abilities, personality and motivation
 - encourage you to ask any questions
 - inform you of the next stage of the process and when a final decision will be made
- 



The interview

- Questions for you to ask the interviewer
 - How does the role relate to the overall structure of the organisation?
 - If I am successful can you tell me what is likely to happen in my first week?
 - Is training and support available for employees who want to gain extra skills?
 - If I was successful how would my performance be measured?
 - What do you particular enjoy about working for the company?



The Do's & Don'ts at an interview

- Do
 - prepare, prepare, prepare
 - find out where the company is beforehand and how long it will take for you to get there
 - arrive 10 minutes early
 - research the company
 - dress appropriately
 - turn off your mobile phone
 - quote real examples of when you have used certain skills
 - keep your answers focused on what you can do for the company
 - prepare answers for the main questions for example, why do you want the job?, what are your strengths and weaknesses.



The Do's & Don'ts at an interview

- Don't
 - be late
 - turn up to the interview not knowing anything about the company
 - swear or use slang words
 - slouch in your seat or do anything that makes you look uninterested
 - wear too much perfume, makeup or aftershave
 - offer a limp handshake
 - speak negatively about your boss or the company that you work for
 - cross your arms over your chest this makes you look defensive.



After the interview

- Don't stop looking for jobs
- Be patient – the interviewer will get back to you



Your interview success

- Before you accept the position consider the following:
 - The salary
 - Office location
 - Your new colleagues
 - Company environment
 - Bonuses and perks
 - Pension plans and health care
 - Your current notice period



Unsuccessful interview

- You didn't get the job
 - Find out where you went wrong and ask the interviewer for written feedback
 - Do not be disheartened continue to apply for jobs and attend interviews, you will succeed!





If you need any further
help or advice email
itsworking@theworksrecruitment.com

 **the works**
recruitment.com