



Interview Tips

YOU ONLY GET ONE OPPORTUNITY TO MAKE A FIRST IMPRESSION – MAKE SURE IT IS THE RIGHT ONE!!

- Ensure that you are suitably dressed in formal business attire (Suit) unless otherwise stated
- **Research your potential employer**
- Take a copy of the CV which was submitted on your behalf in a folder as this will help you to answer any questions relating to your CV without trying to remember.
- Pre plan your journey to your interview and allow enough time to get there. I usually suggest arriving 15 minutes before so that you are not running through the door and going straight into the interview. This gives you time to freshen up and check your appearance.
- Always be polite to the receptionist and when meeting the interviewer, give a professional, firm handshake, using the interviewer's name and maintaining eye contact.
- Most companies ask the same sort of opening questions. This should be your opportunity to sell yourself and why you would be right for the role. Do not go on and on at this point as anything longer than two minutes will lose the interest of the interviewer.
- Have a good read of the job spec before you go and prepare a couple of relevant questions relating to the actual job (not about pay or holidays etc.) This shows your level of understanding of the role and thought processes.
- Be personable but not familiar.
- Don't waste time with fussy drinks requests. If asked, take a glass of water.
- Ensure your answers are honest, credible and positive
- Thank the interviewer at the end for their time and feel free to ask at this point for their thoughts as to the likelihood of your application progressing and clarify what the next step will be.
- Give another professional, firm handshake when you leave and don't forget to say goodbye to the receptionist.

Interview No-no's

- Do not have negative things to say about your current/previous employer or about your current/previous job
- Do not discuss personal family issues
- Do not use any slang or familiar greetings like "babe" or "honey" or "mate"
- Do not enter into any form of argument or difference of opinion with the interviewer
- Do not make mention about how difficult it was to find them or what a nightmare you had in traffic trying to get there

This is a guide and coupled with a good dose of common sense, you will do well.

GOOD LUCK