



## 10 Tips For Interview Success.

### **1. First impressions count!**

BE ON TIME-Practise getting to the venue beforehand to see how long it will take. Always remember - You never get a second chance to make a first impression. Aim to be early - you can always find a nearby cafe/shop/pub to wait in. And if worst comes to worst and you are going to be late, then definitely ring in and let them know. Greet your interviewer with a SMILE and firm handshake. Give eye contact. Dress professionally but not too OTT. Try and mirror the person you will be interviewing and times it by two. Try to make small talk during the walk from the reception area to the interview room. You have to sell yourself before you can sell anything else and the first 30 seconds are when the interviewer subconsciously makes decisions about whether they like you or not and whether you will fit into the team.

### **2. Preparation is the key**

Re-read your CV and the job advert just before the interview. Do your research thoroughly: Look at the employers' website and learn something about the company before you attend your interview. Feed them the opportunity to talk proudly about something positive you have found.

Write down and practice possible questions! Writing them down and practicing them with someone will make it easier to remember when you get to the interview. Use the third person when talking about the job. Avoid sounding as though you assume the job is yours. You could also try a few more testing questions such as how they differentiate themselves from their competitors or what they think the toughest/hardest part of the job is. Always have questions at the end of the interview!

### **3. Don't waffle**

Answer questions properly - even if you need a few moments' silence to collect your thoughts. It's better to say you need a minute to think about your answer rather than speak instantly and regret it afterwards... Communication is a two-way thing too so give them a chance to speak as well.

### **4. Why should they hire you?**

Most job descriptions will list qualities they're looking for - a team worker, a good communicator - so it's up to you to think of examples of how you can demonstrate all of these skills. Be ready to talk about your knowledge, experience, abilities and skills. Have at least three strong points about yourself that you can relate to the company and job on offer.

Some will ask for specific examples of things you've done that you're particularly proud of; how you solved problems; how you learned - and improved - from difficult situations.

Interviewers love to know how you felt about about a particular success.

### **5.Be positive**

Your interviewer will be thinking about what it would be like to work with you.

Don't criticize previous employers/ colleagues, particularly within the industry. Focus on positive achievements and views. Interviewers like to see someone who enjoys a challenge and is enthusiastic.

### **6. Remember your body language**

It is not what you say, but how you say it. During the interview, do not fold your arms and lean back or look to the floor! Sit upright and try to maintain good eye contact. Use your hands and lean forward when making a point. Many people cannot think and control their body language at the same time, which is why you need to prepare.

### **7.Expect the unexpected**

Your interviewer may try to catch you off guard: a lot of organisations will ask 'killer' questions in interviews. It is impossible to plan for every difficult question, such as "How would your colleagues describe you?" but try to appear relaxed and in control. Ask the interviewer to repeat the question if necessary but do not evade it.

Be honest! There really is no point lying about your background and/or skills. Job interviews are about matching needs - if there isn't a good match, then chances are that the job won't work out. Try to find an area of your experience/skill that is currently lacking. An interviewer will appreciate your candour - as long as whatever you disclose can be easily remedied.

### **8.Develop rapport**

Show energy, a sense of humour and smile. It's infectious, being positive and enthusiastic. Ask your interviewer questions about themselves and any issues the business is facing.

### **9. Clarify anything you are unsure of**

If you are not certain what are meant by a particular question, ask for clarification. At the end, ask the interviewer if there is anything else he or she needs to know about. Do not be afraid to ask when you are likely to hear if you have been successful or not.

### **10.And finally, Don't give up!**

The fact is that you will not be offered every job however perfect you think you may be for it. Usually it's because the interviewer was completely blind to the talent that stood before them. However, just on the off chance that it was not, feedback from interviews where you have been turned down can be invaluable for improving future results. Ask politely if they can give you any feedback for the future - there's a job out there for you somewhere.

At the end of each interview please phone your recruiter. This helps to keep the ball rolling and in turn helps you get closer to that perfect role.

**Good luck!!!**