



How to Succeed at Interview

By reaching the interview stage your CV has already convinced the interviewer on paper that you are capable of doing the job.

This is your opportunity to convince them that **you** are the best person for the job.

The better prepared you are, the more confident you will feel and appear.

Getting to the interview

- Be sure to have clear travel directions
- Ideally find the company location in the days before the interview
- Allow plenty of travelling time to take account of unexpected delays
- Avoid arriving late – aim to arrive around 10 minutes early
- Make sure you turn off your mobile phone prior to arriving

Things to take

- There is no need to take a CV as the client already has a copy that we have sent to them
- Examination certificates – contained in your Record of Achievement folder

Making a good impression

A client can form an opinion within the first 10 seconds of meeting you! Take care to make that crucial first impression a good one.

- Be smart, clean and well groomed
- Always wear business attire – a dark business suit with a pale or light shirt or top
- Limit make up, jewellery (especially piercings other than earrings), perfume/aftershave
- When you meet the interviewer – look them in the eye, smile and shake their hand confidently and firmly (a wet, limp handshake does not impress!)
- Sit comfortably but upright – don't slouch or lean on the arms of the chair
- Stay calm, don't fidget, twiddle your thumbs, fiddle with jewellery etc
- Be polite – avoid slang and foul language
- Never smoke during an interview. Accepting food or drink is acceptable

- Answer questions truthfully, direct your answers to what the client is looking for
- Answer questions in sufficient detail – don't waffle – keep to the point
- Don't answer a question you don't understand – ask for clarification first
- Be positive, show **enthusiasm** for the position
- Maintain solid eye contact with the interviewer and smile – this shows confidence

Preparing some answers to common questions

- What do you know about the company?
- What qualifications or experience do you have that would make you a success in this company?
- Why do you want this position?
- Which job have you enjoyed the most and least and why?
- What have you done that shows initiative?
- Where can you see yourself in three to four year's time?
- What are your strengths and weaknesses?
- Why are you seeking new employment?
- What is important to you in a job?
- How would you describe yourself?
- What can you offer us?
- Some companies have a tendency to ask occasional 'bizarre' and 'irrelevant' questions. This is to check that you can think on your feet. Try to answer the question quickly and positively. (e.g Tell me about your childhood?)

Questions to ask the interviewer?

- Who will I report to?
- Who will I be working with?
- What training opportunities are there?
- What promotion aspects are there in the future?
- Why has the job become available?
- **DON'T** ask about salary and benefits (sick pay etc) – your consultant can find out this information for you

Leaving the interview

You want to be remembered positively –

- Smile and thank them for seeing you
- Shake hands firmly
- Say that you look forward to hearing from them with any news

After the interview

Call your amberstone Consultant on 01244 316666 : Good Luck