



Top Tips For A Great Interview

Dress to Impress

No matter whether the job is for an Office, Factory, Sales or Management role it is best to dress in smart business attire. For office based roles a business suit is appropriate whereby blue collar positions would be best suited to smart pants/skirt and business shirt. (No jeans, sneakers or track pants, baseball caps, facial jewellery)

Be Prompt

Arrive on time to your interview, always check that you have the correct address and contact details as well as phone number so that you can call if you are delayed. Late applicants are sometimes considered unreliable even if the situation was beyond their control.

Understand the Role

If the position is through a recruitment agency make sure you have a detailed job specification, understanding the key tasks and what are the essential requirements of the role.

Research the company before you attend the interview so you have a solid understanding of the industry, company profile and core products or services. If you can research further look at who their main competitors are. Check out job boards and the company website to view what other opportunities could be available with this organisation

Interview Preparation

General rule of thumb an interview can be broken down into four main sections

- Your work preferences – what type of role, company and career path you are seeking
- Your experience and skills - what relevant experience and skills you have, your major achievements
- Remuneration expectations – what is your current remuneration and what are your expectations
- Your understanding of the company and role – what is your knowledge of the company and current vacant position

Make sure you have clear answers on why you are currently looking for a job, what is your ideal role, how your experience compliments what they are looking for, what salary range you are looking for and what your understanding of the company and role is?



Prepare Questions

Prior to the interview prepare a range of questions relevant to the role and their company. An interviewer is bound to ask you towards the end of the interview if you have any questions. Are there training opportunities for example? What are the opportunities for career progression? But be careful not to bombard the interviewer with a long list - they may have a tight interview schedule to stick to.

Take Notes

It is hard to remember everything said in an interview so don't hesitate to take notes if you think you will need to recall information. Taking notes shows you are keen and by jotting down information this could prove useful if you are called to a second interview. Moreover, noting the job's benefits could help in your own decision making if you have one or more job offer.

Follow Up

Leave the interview in confident manner shake hands and thank the interviewer for their time. Let them know you are very keen on the role and would like to work for them. Ask them what will be the next stage of the process so you can understand their timeline.

As soon as you leave the interview contact your Consultant and let them know your thoughts and concerns on the role, they will follow up for you immediately. If you applied for the role direct send an email or letter to the company outlining your interest in the position.

A Few Do Not's.....

- Do not be late for an interview, if you think you will be delayed, phone ahead of schedule and let the interviewer know
- Don't smoke before an interview. There is nothing worse then to sit in a small meeting room with someone who smells of cigarettes
- Do not turn up with half eaten nail polish or shoes that are unclean, company's look at the complete package
- Do not speak badly of your previous employers