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RECRUITMENT LTD

**TOP TIPS ON
HOW TO
PREPARE FOR
AN INTERVIEW**

PREPARATION

- Preparation is crucial for any interview, to give you the best chance possible at success!
- Check the date, time and place of your interview.
- Arrive punctually - plan your journey in advance and always allow yourself at least an extra half-hour.
- If you are running late, contact your assigned Recruitment Consultant and explain the situation to them and they will perhaps inform the company.

PRESENTATION

- Smart, interview attire is essential. Suits and ties are on the decline in the workplace. Nevertheless, you should dress formally for a job interview.
- Even if the environment in which you will be working is casual, you need to show that you are making an effort.
- Smart clothes and grooming will make a good first impression on your interviewer.

BE PREPARED TO DEMONSTRATE YOUR STRENGTHS AND WEAKNESSES

- The most popular interview questions revolve around your strengths and weaknesses.
- Before you go into the interview, make sure that you can, not just name your skills and abilities, but prove them with actual examples.
- Be prepared to tackle a question about your weaknesses too – be objective and honest, and of course tactful!!!

RESEARCH THE ORGANISATION

- If you go into an interview with a thorough understanding of the organisation, the industry in which it works, its priorities and future plans, you can only improve your chances of success.
- Search the internet for the organisation's website, or try to find some company literature, or speak to someone you know who works in the industry. Any information you can find out will help you come across as knowledgeable, and well prepared.

THE INTERVIEW

- Introduction interviews almost always start in a fairly relaxed manner. Your interviewer will introduce themselves and then usually break the ice by asking about something trivial such as the weather or your journey..
- During this part of the interview, it is important to make a good general impression – remember that first impressions count! Try to come across as alert, interested and friendly.
- Relax and don't be overwhelmed by the fact that it is an interview.

- Crucially, the interview is not trying to catch you out – they simply need to find out why YOU are the best candidate for the job – you just have to communicate WHY and HOW you are the best candidate for the job, and for their company.
- The interviewer will often want to verify information on your C.V., or ask you to expand upon it. A typical question in this section of the interview is “You say that you worked for X for 3 years – could you tell me a little more about that?”
- Try to avoid giving just short, factual answers to these questions – elaborate on your responses, so that you talk about your strengths and what you have learned through your previous experience.

EVALUATION

- This is probably the most important part of the interview. The interviewer will ask open-ended or probing questions in order to find out your strengths and weaknesses. Again, remember they are not trying to catch you out on anything – they simply need to affirm and justify why YOU are the candidate they should choose.
- Most interviewers will give you the chance to ask them some questions, usually at the end of the interview –
- It is strongly advisable that you have something useful and relevant to ask, as it shows that you have put some thought into the job and that you are interested in the company.
- It is recommended that you write down 4 or 5 such questions in advance – that way you have enough even if the interviewer has answered a few of them already. For example, what type of training will be involved? What are the realistic chances for eventual progression in the company? What are the skills and attributes most valued by the company?

END

- After you have asked your questions, the interview usually draws to a close, soon after.
- The interviewer should explain what happens next – when and how you will find out if you have been successful. If they do not tell you, then you should ask.
- Perhaps shake hands with and thank the interviewer for their time.

For any further information on your interview or with any other questions/queries, feel free to contact a member of our team.