

## **Interview Guide:**

### **Doing well at interview comes down to two factors – Preparation and Confidence.**

Interviewers are continually amazed by the number of candidates who have not prepared and possess little or no knowledge about the company they are interviewing for. Preparation prior to your interview is absolutely critical.

### **You should know the following about the organisation before you attend the interview:**

- Is it part of a group - are there subsidiaries you should be aware of?
- Who are their main competitors?
- How are they viewed in the market place?
- Make sure you are fully aware of the services or products they offer / provide

### **Dress and Body Language**

Ensure that you know the exact location, the time of your interview, and who you are seeing and how you pronounce their name. First impressions are extremely important. Don't underestimate the power of body language - the way in which you present yourself tells an employer much more about you than your CV ever could. Never lie to anyone in an interview, your body language and tone of voice will give you away.

A professional interviewer will strive to get a thorough idea of your skills and personality before making a judgment. As soon as you enter the building you should consider yourself as a potential employee. Be polite to everyone you meet from the receptionist onwards. Remain calm and confident - put the interviewer at ease by being down-to-earth whilst remaining business like.

In terms of your dress, a suit should almost always be worn to an interview, unless you are advised otherwise.

### **A few important points to remember:**

- Your handshake should be firm
- Do not slouch
- Be a good listener as well as an orator
- Always try to adopt an open, honest and confident attitude

**Feedback:**

To become more successful in your job search you should get as much feedback as possible from the people who interviewed you. Once you have this information you can always modify (if required) your techniques to maximise your full potential.