



## Interview hints & tips

### **Before the interview:**

The key to any interview is simple: Preparation. Preparation. Preparation.

Before attending an interview make sure you have done your research by looking at company websites, news items and thoroughly reading the job description. You should know about the following before the interview:

- Where you are going
- How long it is going to take to get there
- Who you are meeting, their name and role within the company
- What the format of the interview will be, i.e. one-on-one, a panel etc
- The company and its history
- The role you are going to see them about
- What the dress code is and that you are dressed appropriately

Prepare questions on the company, department and role. Take a copy of the job description with you if you have one. Use the job description to think about possible questions you will be asked and make sure you are able to answer these, ideally with examples. For example, you could be asked: 'Have you been involved in writing publicity material in your current role?' Your answer should include some of the types of materials you have written. You could also take examples of your work with you.

Always leave questions on salary etc until the second interview stage.

### **During the interview:**

Remember, interviews are a two-way process, so make sure you ask everything you need to know to make an informed decision about whether you are interested in progressing. Try to avoid answering questions with a simple 'yes' or 'no' as this discourages dialogue and does not help build a rapport with your interviewer.

Talk confidently about your skills and experience and use examples to highlight your strengths. Also use these examples to show how you meet the criteria for the role.

Demonstrate that you have done research.

Never be negative. Do not criticise previous employers as this usually concerns prospective ones.

Do not be afraid to ask what the next steps will be, if you are interested in the role, tell them so.

### **After the interview:**

Take some time to think about the role and your feedback (in full detail) to your recruitment consultant. Give all of your impressions - both positive and negative.