

INTERVIEW TIPS

When attending an interview, first impressions really count! In this short period of time, it is essential that you demonstrate a snapshot of who you are, what you are capable of and why the employer should choose you over anyone else.

DURING AN INTERVIEW, ALWAYS REMEMBER

- **Dress to impress**
DO: Think smart and business like
DON'T: Think night out or trip to the gym
- **Arrive on time**
DO: Plan your route (if you have time conduct a dummy run)
DON'T: Rely on the journey running smoothly (especially during rush hour)
- **Be Prepared**
DO: Research the company and have a good understanding of the role
DON'T: Assume and think surface knowledge is enough
- **Body language**
DO: Sit up straight, keep eye contact and end with a firm handshake
DON'T: Slouch, look disinterested, swing on your chair, chew gum!

INTERVIEWING TECHNIQUES FOR UEA CANDIDATES

Preparation

- *Research the company*
- *Understand the job specification thoroughly, including salary details*
- *Make sure you know where the company is located and who is going to interview you*
- *DO NOT be late – leave yourself enough time to locate the correct office*
- *Decide on an appropriate dress code i.e. Bags and jewellery*
- *Make sure you are 100% familiar with your CV – perhaps it is a good idea to take a copy with you unless otherwise told*
- *Take pen and paper to make notes*
- *Prepare a list of questions relating to company, job itself, career prospects, training, how long company has been established, whether company has any competitors – more original the better*



What to expect

- ***The first few minutes of the interview is vital; - smile, eye contact and strong handshake is always the best introduction***
- ***Posture – don't slouch***
- ***Don't forget this is a time to sell yourself – be positive, informative and confident***
- ***Be prepared for a formal interview with maybe more than one person – maintain eye contact with all interviewers and remember to look interested, acknowledging all of them.***
- ***Be prepared – they may ask you what you know about their company and the position for which you are applying for – the better prepared you are – the more impressive.***
- ***Be prepared to discuss your work history and remember to relate your experience to the position you are applying for***
- ***Give full answers – not just yes and no, giving as much relevant information as possible – don't waffle***
- ***Be prepared to give scenario type examples e.g. most stressful situation and how you dealt with it – remember these are opportunities to sell yourself***
- ***Emphasise your key skills and qualities – you may even be asked about weakness but remember to turn that weakness into a positive e.g. a perfectionist may be slower but will always be accurate***
- ***A popular is “Where do you see yourself in X years time?” Try not to be overly ambitious when answering this question – any secret desires to be a zookeeper should be kept hidden at this stage!***
- ***Always leave on a good note – thank them for their time and let them know how interested and suited you are for the position – ENTHUSIASM CAN BE THE DECIDING FACTOR!***

For more advice on interviews why not speak to one of our experienced consultants today!

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