

Interview Advice

Key points to remember:

- Be prepared for all eventualities
- Research the company and the role.
- Arrive in good time (10 minutes before the assigned time is acceptable)
- Be confident happy and have good eye contact
- Dress for the occasion, smart, presentable and business like
- Speak clearly and give examples to demonstrate your answers.
- Do not argue with the interviewer all questions are meant to test you and your see how you handle difficult questions
- Be yourself, do not try to be somebody you think the company wants
- Be honest as the interviewer may find out if you are not
- Do not be afraid to express yourself politely
- Be composed and avoid appearing flustered
- Enjoy yourself

The Interview,

Points to think about:

Body Language

Experienced interviewers will be looking at how candidates compose themselves considering the following:

Posture - Sit upright; look keen and interested but not too wooden. If you lean back it may be seen as a casual attitude and that you are not interested in the job. It is however, important to look and feel relaxed. Try to find a compromise

Hands - Keep control of hands as they can appear to have a mind of their own. It is acceptable to clasp them lightly but do not fold arms as this can be seen as defensive or evasive. An open stance normally suggests that a more honest and open discussion will take place. Do not let your hands touch your face. This can be seen as a sign of nerves just as playing with hair or fiddling with a pen or a button may be.

Face - Maintain eye contact with the interviewer as this not only shows that you are interested in what is being said, but can also be seen as strength of character. However, it is important to avoid staring. It is important to smile and look as if you are enjoying the interview. If you look like you enjoy talking to the interviewer, they are more likely to want to speak to you again. A happy face is a positive face.

Thinking on your feet

The more preparation you do before the interview, the less time you will need to think on your feet in the interview. It is important for you to think about why you have been invited to attend the interview and about the objective of the interviewer

What to say

The company will have all ready received a copy of your CV and perhaps a copy of your personal profile, together with a report from the consultant. Other than seeing what you look like and how you compose yourself, the interviewer will have specific questions that they want to ask to gather further information or to test your aptitude and/or opinion in certain specific areas. They will try to envisage you doing the job, fitting into their culture and adopting their work practices. They will test your judgement, expertise, experience, skills, attitude and how you are likely to fit into their existing teams. They may want you to produce results for the company immediately and therefore will be assessing your speed of thought, versatility and flexibility.

Be prepared for some of the following questions:

- What are your strengths and weaknesses?
- Why do you wish to leave your current job?
- What is greatest achievement at work?
- What motivate and de-motivates you?
- What do you enjoy most about your current job?
- Why do you want to work for us?