

Smart Start

R E C R U I T M E N T

INTERVIEW TIPS

Application Forms Always take extra care when completing an application form – it may be considered as an important part of the interview procedure and selection. Ensure before interview that you have looked over it to remind yourself of the contents.

Background information Always research the company beforehand, so that you will be able to ask intelligent and pertinent questions during the interview. It is a good idea to mention something of interest you have noticed on their website so that they know you have taken the trouble to research the company.

Plan your journey Plan your route in advance. If you are in any doubt, ask your consultant. Leave in plenty of time. It is better to arrive early rather than be running late. If you are late the company may be unable to see you.

Switch off mobiles Always remember to switch off mobile phones before entering an interview. If you do forget and your phone rings during interview do not, under any circumstances, answer the call. Switch the phone off and apologise to the interviewer for the interruption.

Shake Hands Always give a firm handshake upon arrival and departure.

Eye Contact Throughout the interview always look the interviewer(s) in the eye when speaking. Do not let your eyes wander around the room – you will look uninterested.

Body Language Do not slouch. During the interview, sit with a straight back, your head up and your knees and ankles together. Keep your hands as still as possible and do not fidget.

Do not criticise your previous employer Never give negative comments or criticism of a former employer during the interview; it will make you appear, at best, unprofessional, and, at worst, vindictive.

Smile It is natural to be nervous during interview, but remember to smile.

Do not look at watch/clock If you are on a time limit, inform the interviewer when you first arrive. Looking at the time will be regarded as boredom or rudeness

Do not raise salary or benefits' issues at first interview Your recruitment consultant will discuss these with you. Unless the interviewer brings up the subject, this is not a topic for discussion during the preliminary stages.

Grammar "I done" is ALWAYS wrong! Say instead: "I did" or "I have done".
"You was" is ALWAYS wrong. Say instead: "You were".

Focus Appear genuinely interested in the company and the role. If you appear uninterested you will not get the job.

Personal Presentation Wear a clean/pressed suit or smart jacket and skirt (no leather or denim garments). Make-up, jewellery and perfume should be kept to a minimum. Remove nose studs. Do not wear something new that you might feel uncomfortable in – you do not want to spend the interview pulling at your skirt or adjusting your waistband.

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INTERVIEW TIPS continued

Expressing your interest Show interest and enthusiasm and do not be afraid to tell the interviewer that you want the job after all areas have been discussed.

Do not swear Regardless of the environment, do not under any circumstances use bad language.

Questions that you may be asked at the interview

- What are your strengths and weaknesses? (Make your weakness something with a positive aspect or say what you are doing about correcting it.)
- Where do you want to be in five years' time? (You may wish to progress within the company.)
- Why are you leaving your current job?
- Why are you interested in joining this organisation?
- Why should we choose you over other candidates?
- What do you know about us?
- What are you looking for in your next company or job?
- How committed are you to this role?
- Are you a team player? Give some examples.
- How do you cope under pressure or with boredom? Give an example.
- Have you experience of.....? If yes, give an example.

Some interviews start with "What do you know about the company and what do you know about the role?" It is really important that you can say a few things for each.

Questions you may ask at the interview – prepare 5 or 6 (be prepared to say why you want to know if asked)

- Who would be my direct superior (unless you've already been told this)?
- How many people are there on the team?
- Is there any room for progression with the role?
- Who will I be working with?
- Are there other skills that may be required in the future?
- Are there any periods when the business peaks?
- How is the business generally at the moment?
- Are there any plans for expansion?
- Who are the main company competitors? What makes the company different?
- How soon would you like someone to start?
- When will you be making your decision?

Interview Closing

Thank the interviewer. Let them know that you are interested in the job.

For example:

"Thank you for taking the time to see me. I am very interested in the role and look forward to hearing from you when you have made your decision."

Shake hands firmly, smile and depart.

What next?

It is imperative that you give feedback to your consultant as soon as possible after the interview. This will ensure that we can pass the information on to the client, who may (and often does) decide upon their next course of action within a 24 hour timeframe.

IF FOR ANY REASON YOU HAVE TO CANCEL OR RESCHEDULE YOUR INTERVIEW, ALWAYS INFORM THE TEAM AT SMART START RECRUITMENT AT THE EARLIEST POSSIBLE MOMENT.

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