

Before the interview

1. Visit the company's website and collect as much information as possible

- Mission/Values
- Products/ Services/ Courses/ Key Areas
- History
- Locations/ Key staff

The advert and job description will contain a lot of this information as well as the company website.

Preparing beforehand gives you self-confidence and security when speaking, helping you focus fully during the interview. Do this over the phone with your consultant to practice.

2. Think of questions that the interviewer is likely to ask you during the meeting

- Why are you interested in this position?
- Why are you looking to leave your current job?
- In your current occupation, which aspects of your current job, do you find frustrating or rewarding?
- What are your strengths and weaknesses?
- What makes you the ideal candidate for this role?
- Where do you see yourself in 3, 5, 10 years?
- What are your goals in life (privately as well as career-wise)?

If provided, the person specification can give you real insight into the questions you'll likely be asked, including evidence of these criteria should be demonstrated.

These questions are frequently asked. Having quick answers for them will give your interviewer a good impression. Speak to us to plan some clear answers. This also helps with any pre-interview nerves.

3. Think of additional questions you can ask the interviewer

- These should be related to the position or company, not to the amount of holidays, working hours or benefits – these can be discussed in a subsequent meeting.
- E.g. Are there opportunities for training/development/future plans/can you describe the working culture?

This is a perfect way of showing your interest. Make it clear you are thinking ahead, looking to develop your skills and become a part of the company you're interviewing for.

4. Make sure you know how to get to the interview location and calculate the time needed to get there so that you arrive punctually

- Check the public transport schedule and routes or get information on the best route by car.
- Ensure you leave early to allow for traffic/delays
- Read through the confirmation emails from your consultant carefully, asking any queries in advance where possible.

Give yourself time to get ready and arrive at the interview, avoiding unnecessary stress and ensuring you start the interview in a relaxed and positive mindset.

During the interview

1. Keep in mind the importance of non-verbal communication. Wear business clothes (unless otherwise stated). Maintain a neat appearance

- The first impression begins with a handshake: make sure your grip is firm and confident.
- Try to remember names and repeat them as you converse.
- Make regular eye contact. If speaking to several interviewers, make sure to shift your gaze amongst all of them.
- A friendly facial expression works wonders – SMILE!
- Listen carefully and pay attention to every question raised during the interview.
- Interrupting the company representative is strictly off limits.
- Maintain an adequate posture during the interview, sit upright and avoid fiddling.
- When speaking of your current employer, give objective answers.
- Complaining about the boss does not come across particularly well.
- Be yourself in the interview, they need to see more than a CV can tell them.

Staying engaged during the interview is key, it's always good to have something written down beforehand to help prompt you and a pen to take notes on any important points on the day.

2. Whenever possible, include in your answer clear examples from your current or past positions

- "In a similar situation while working for a past employer, I took control of the situation by..."
- "I was able to demonstrate my knowledge when I found a more effective way to..."
- "In my most recent role I was able to demonstrate my ability to lead by..."

Examples are the easiest way for your possible future employer to understand how you handle different situations with evidence. Try to provide details on what you learned from the experience. Use the documents available to you to prepare for the day, leaning on your consultant for support.

After the Interview

1. Give your consultant detailed feedback on how the interview went

Doing so enables us to work with the company and express your interests or concerns in the best way. This includes questions you need answering or confirming further details. We are here to support, please don't hesitate to call or email.

Overview - The 5 phases of a typical

1.	Introduction	→ The introduction is possibly the most important part of any interview. The interviewer will build an opinion of the candidate inside the first 10 seconds of the interview, so it is important that you make a good first impression.
2.	Discuss your background, qualifications and knowledge	→ In this section of the meeting, you can display your knowledge and grasp of a subject. Don't hesitate to give examples to help convince the company's representative of your expertise.
3.	Match your personal qualifications with the skills required for the role you're discussing.	→ Here you can ask specific questions in relation to what has been discussed and the job you've been offered, as well as the company itself. Make sure you cover all the aspects that are important for you when choosing a role. → Show you have done your homework/your interest.
4.	Conclusion	→ The impressions left by the interview so far are discussed in the conclusion. → You may ask for feedback if the interviewer does not give any. → Often the continuation of the recruitment process is explained. → IMPORTANT: If the role awakens your interest, show it! Enthusiasm/energy goes a long way!! → Thank the interviewer for considering your application.