



INTERVIEW GUIDELINES

A few pointers to help you secure the job - Please accept these guidelines in the spirit that they are meant.

Interviews are personal, live situations; you may well have attended many in the past and feel that you have mastered the art; however, you might be alerted by something in the following that you may have overlooked. You will undoubtedly be required to think on your feet and undertaking preparatory work will result in you delivering a more positive presentation, thereby greatly increasing your chances of success.

PRESENTATION

Know something about the company - ask your Consultant for details; go to the information section of your local library, enquire at the Local Chamber of Commerce, or look on the internet.

'Create a picture in your mind' Make sure you know the interviewer's name, position, and title of the job for which you are being interviewed. Do you know the position's duties and responsibilities? If not, question your Consultant until you are confident that you have built up a good picture in your own mind.

Prior to the interview, make a list of the following :-

'How you match the requirement' The most important qualities, skills or abilities the company will seek in you. Ask yourself how you match up to the requirements and form some conclusions in advance of the interview. BE POSITIVE !

'Be positive' What questions do you want answering about the position, department, or the company? Again, it is important to be positive - do not enquire about the holiday entitlement or how much sick leave the company allows! Make notes and don't be afraid to refer to them during the interview.

Enquire about the products of the company and its position in the market place. What is the current turnover and profitability?

'Show a genuine interest' What are the prospects for career advancement? Show a genuine interest in wanting to gain an insight into the organisation.

Above all else, take the trouble to attend the interview in business-like clothing, even if the position allows you to dress casually.

AT THE INTERVIEW

Be punctual! If you are unavoidably delayed and are going to be late, either telephone the company directly and advise them or at least ring your 1st Future Consultant who will do it on your behalf.

'First impressions are so powerful' The first 30 seconds at interview are vital with first impressions so powerful; you never get a second chance to make a first impression! Even when waiting in the reception area, be friendly and alert; you never know who is watching, nor what influence the receptionist might have! Greet the interviewer with a smile and a firm handshake. A 'wet fish' handshake implies lack of confidence and this first action can create the wrong impression at the start.

- 'Take the initiative - break the ice'* You may well be nervous but bear in mind that the interviewer is often just as nervous, if not more so. Relieving them of the onerous task of starting the conversation is always useful. To 'break the ice' pass a few relevant remarks about the company, its premises, or the job for which you are applying. Do not get drawn into long discussions on hobbies or interests.
- Ensure plenty of eye contact. Relax, do not fidget but look alert and interested.
- 'Emphasise relevant experience'* The standard of interviewing varies considerably. Make sure you do not waste the opportunity, communicating all relevant information about your suitability. Highlight your experience and, most importantly, emphasise its relevance to the position for which you are being interviewed.
- 'You are in a selling situation'* Remember, the objective is to prove **you** are right for the job. **You** are selling, and the company will only buy if **you** are convincing. Be positive!
- If there is anything you do not understand, ask for clarification. Keep answers short and to the point.
- Having covered as much about yourself as possible, ask questions about the company. Remember the list you prepared beforehand.
- If at any time the interviewer looks bored, you may reasonably assume they are! Think quickly, win their attention back by changing the subject - you have nothing to lose.
- 'Declare your interest'* As the interview draws to a close and all questions appear to have been exhausted, declare your interest. If you want the position, make sure the interviewer is aware of it. Ask what the next stage is; will a second interview be required. If so, indicate your availability and try to arrange a time and date.
- If the interviewer says 'I will let you know', ask politely if you are considered suitable for the job. Ask if there are any reservations as this will be your last opportunity to address them. Remember, once you are out of the door, it will be too late.

IMMEDIATELY AFTER THE INTERVIEW

Ring your Consultant to advise how the interview went. Describe your feelings and declare your level of interest.

If aware of your views, we will know exactly what to say to the company on your behalf. We will also be in a position to discuss your interest in pursuing other possible opportunities.

Our role is to help **YOU** secure **your** next career move - good communication between us will greatly improve your chances.

If you have been pleased with our service, tell your friends and colleagues.