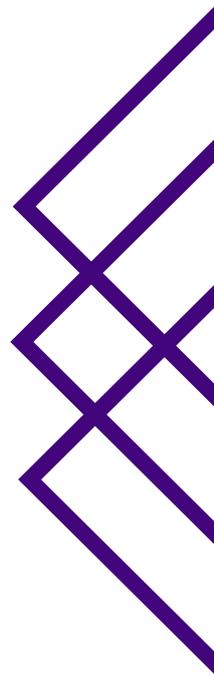




THE 10 TOP TIPS FOR
SUCCESS AT
INTERVIEW



You've received an invitation to an interview. Firstly, well done! The competition for jobs can be tough, so you've done great in securing an interview.

However, we can understand that you may be experiencing mixed feelings. The excitement that you're a step closer in securing the job you want and apprehension about the interview process.

You're not alone. Almost everyone feels nervous about this step. But, nerves are a good thing as it means you care about it and it's important to you, and that will come across to your interviewer(s).

There are steps you can take that will prepare you for your interview and help you to perform at your best. In this resource, we will talk through our top ten tips to help you prepare for your interview and ensure you impress.



1. Research

It is vital that you research the company prior to your interview. Companies want employees that want to work for them, how do you know if you want to work for them if you don't know anything about them?

You will be often asked in an interview "Why do you want to work for us?" therefore prepare for this question.

The best starting point for your research is to visit the company website. Often the website can provide a wealth of information regarding their services, company culture, values and recent news stories. Take time to read through this.

It is also helpful to do an internet search of the market or sector the business is positioned in. This may raise industry news or developments that may be important to the role and of which, you may be asked about in the interview.



2. Prepare

Think about the types of questions you may be asked and prepare answers to these. We have included some common questions at the end of this resource to help you with that. Of course, we can't guarantee that you will be asked these questions, but if you are it will help you if you have prepared answers.

If you have been asked to do a presentation, ensure you have rehearsed this and that your presentation is delivered in the timings specified.

Often, companies tailor their questions around the company values. Therefore, if you spot these on their website, think of examples of when you have demonstrated these values and practice these.

"Success is where preparation and opportunity meet."

Bobby Unser

3. Time

Get your timings right. It's essential to turn up on time for your interview. If you arrive late you are sending negative messages to the interview panel about time keeping, reliability and respect. When you receive your interview instructions, look up the address on a map and plan your route. It is often helpful to do a practice run so you know how long it will take. However, on the day ensure you leave time for any delays or traffic issues.

Aim to arrive 10 mins early. This will give you time for a toilet break, time to calm your nerves and get your thoughts together. It adds to the stress of the interview if you're panicking about being on time and arrive with only seconds to spare.

However, things can go wrong. If this does happen, ensure you have your invitation to the interview with you, which will have a contact number for you to get in touch. If you're going through an agency contact your Consultant. Explain that you will be late, give your reason for this, send your apologies and let them know the time you expect to arrive. They may be able to adjust their timings however, if they're working to a tight schedule, they may have to rearrange or cancel your interview.



4. Body language

Body language can be more powerful than verbal language. Be conscious of your movements so that you don't send unconscious messages.

Stand tall, shake hands firmly and sit straight, although be comfortable. Try not to fidget as that will distract from what you are saying.

Use appropriate eye contact and don't forget to smile!

5. Presentation

Ensure you are smart and tidy, with clothes ironed and clean. Pay attention to the details such as ensuring you've no dropped hems, pet hairs or missed buttons.

If you decide to take a bag with you, ensure the contents are organised so you're not rummaging around for items. Wear shoes that are smart, comfortable and clean.

Pay attention to your personal hygiene and ensure your hair is tidy and nails are clean.



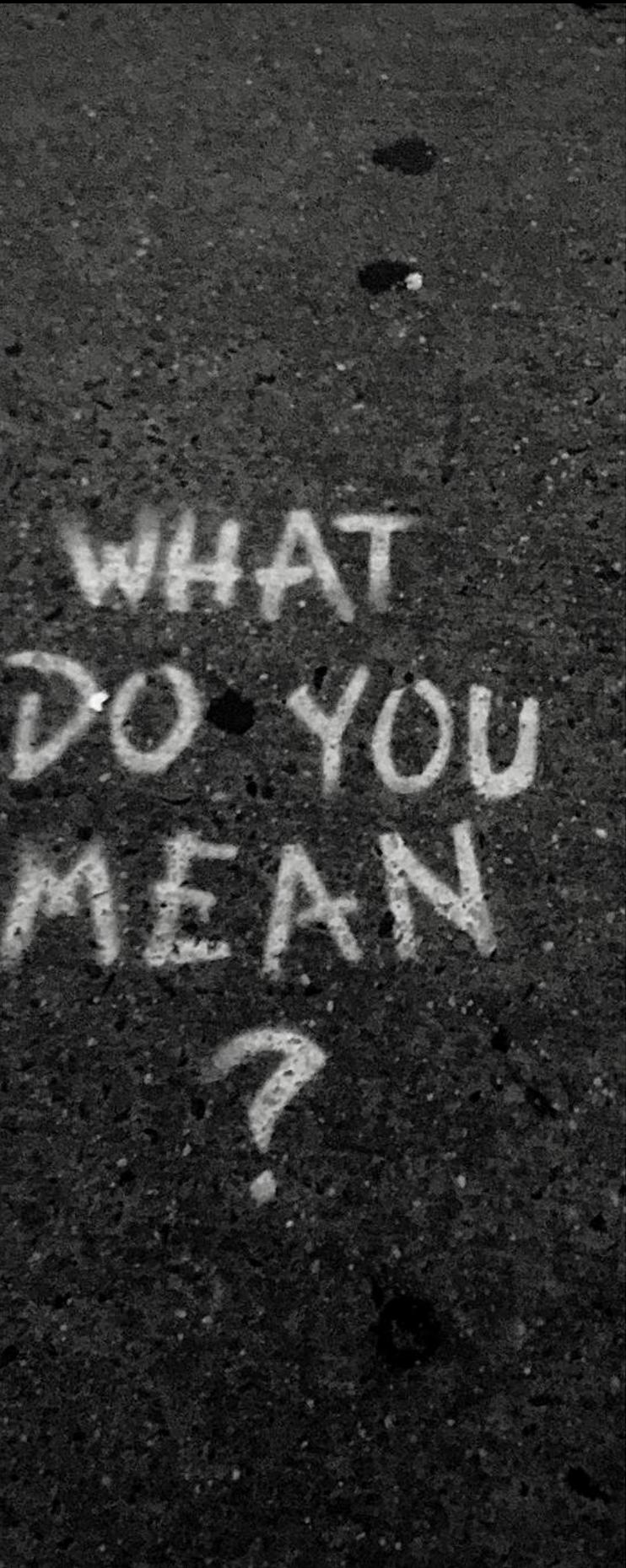
6. Interview questions

Prepare answers to common interview questions, such as those at the end of this resource. Also look at the job description and personal specification and think about the types of questions you may be asked that are relevant to that specific role or sector.

Pay attention to the essential criteria and think about examples you can give of when you met those specific requirements.



7. Focus answers



When we're nervous, it can be easy to go off in a different direction when answering a question. Listen carefully to what they are asking you and ensure you answer it. Usually, interviewers are looking for you to match certain criteria, therefore if you don't answer the question they have asked they won't be able to give you the points.

If you're asked to "give an example of when...", it can be helpful to use the STAR method, which helps you to format your answer.

S - Situation - describe the situation.

T - Tasks - describe the tasks involved.

A - Action- describe actions you undertook.

Remember to use "I" instead of "we".

R - Result - describe the result of your actions.



8. Be yourself

Be confident and be yourself. Ensure you're genuine and authentic. Interviewers can often tell if you're not. And, if you do get the job it's impossible to keep up an act on a long-term basis. Have confidence in yourself, your skills and attributes.

9. Stay calm

Interviews can seem scary, but think of it as a two way conversation. They're interviewing you, but you are also using the opportunity to see if this is the right job for you. Don't let nerves overcome you.

Don't rush into your interview answers but instead take a breath and think, the interviewer will not mind!

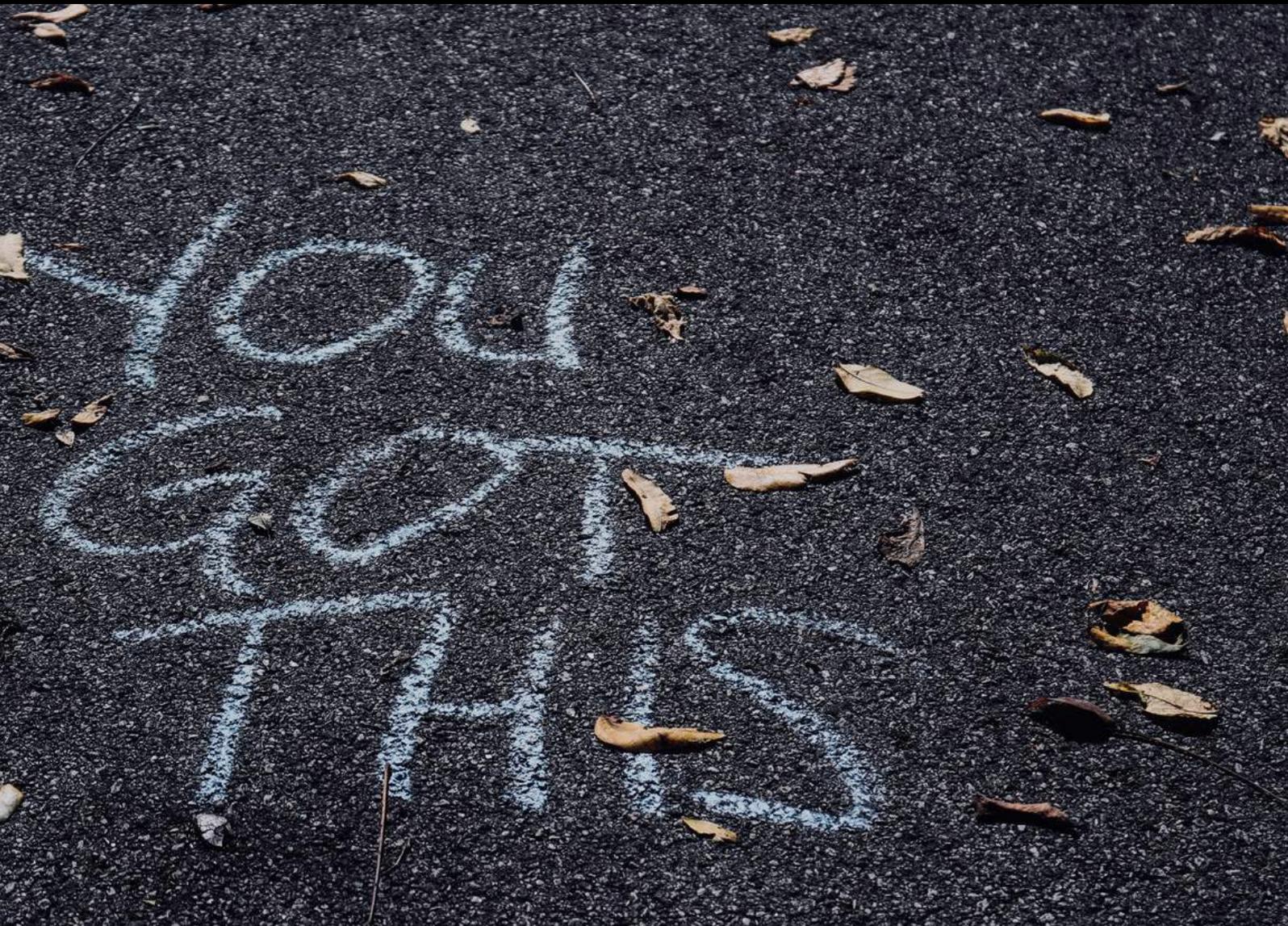
It's often useful to have a glass of water in your interview. If you're feeling nervous, take a sip of water which will provide a short pause in the interview and help you to collect your thoughts.



10. Be confident

This is your opportunity to sell yourself, although stay humble. Be proud of your achievements and talk about your skills and experiences that are relevant to the position.

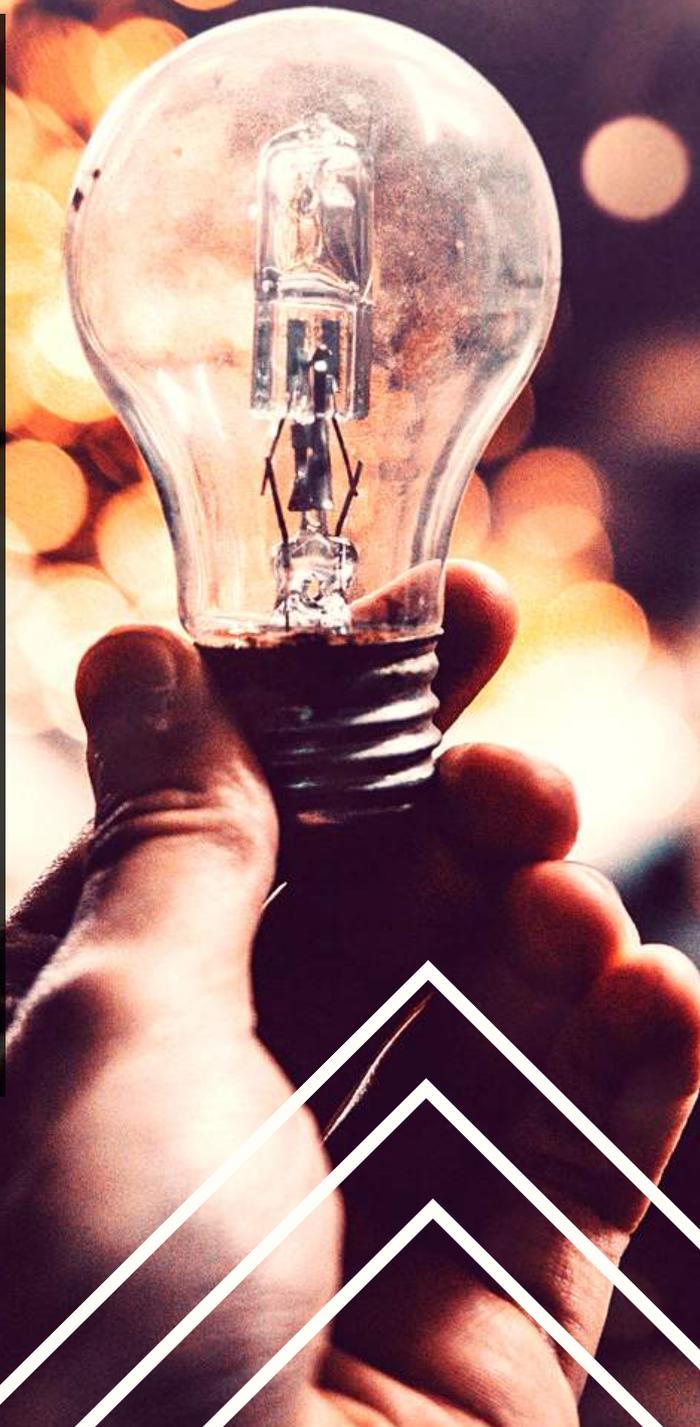
Believe you're the right person for the job and this will help you to show the interviewers that you are the best person to hire.



Common questions

Here are some typical interview questions. We can't guarantee you'll be asked these but it may be helpful to prepare and practice your answers.

1. What can you tell me about yourself?
2. What are your strengths?
3. What are your weaknesses?
4. Why should we hire you?
5. What do you know about us?
6. Why do you want to work for us?
7. Where do you see yourself in 5 years time?
8. What attracted you to this role?
9. What are your salary expectations?
10. Is there anything you would like to ask me?



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