

INTERVIEW PREPARATION GUIDE

Congratulations on being selected to attend an interview! Now comes the preparation, presentation and lasting impression that are key to successfully obtaining a job.

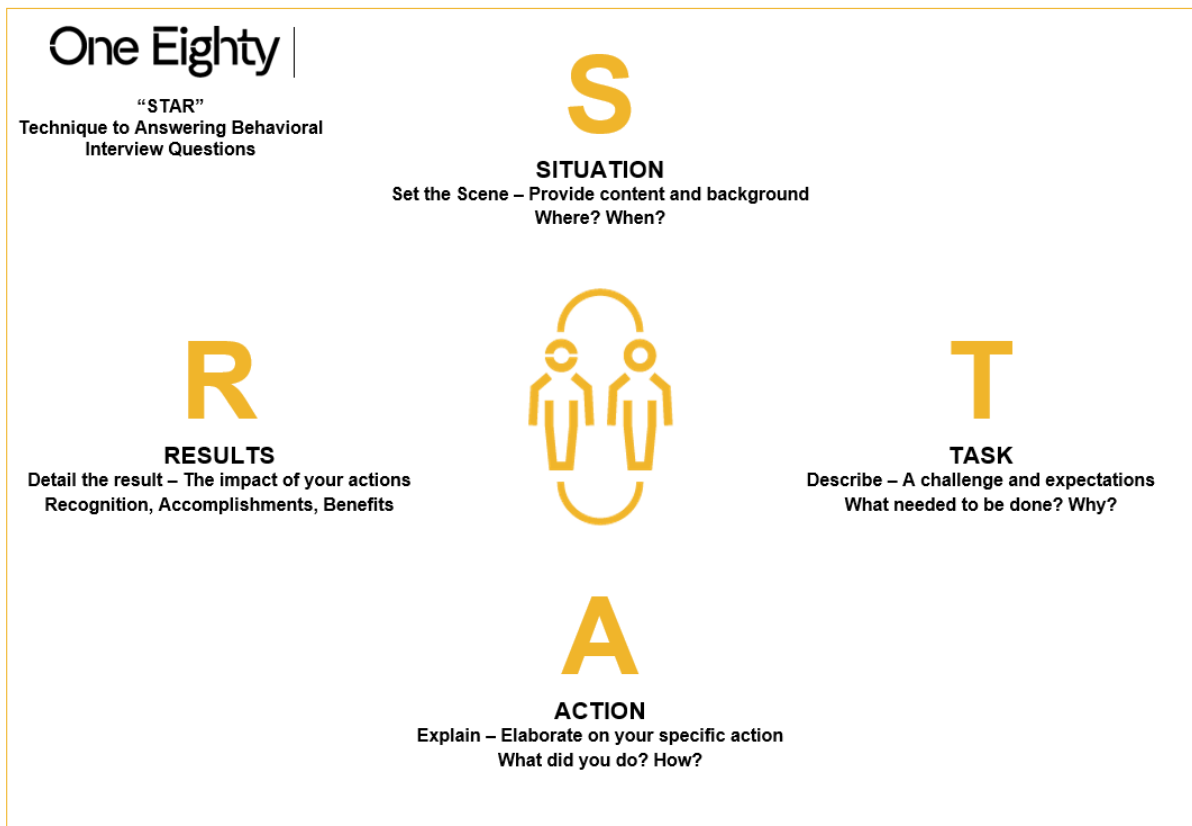
Below are some key pointers to assist with preparing for interviews.

PREPARING FOR YOUR INTERVIEW

- Research the company that are interviewing you – Jump on their website or LinkedIn page and have a look at their core values, products, services etc.
 - This goes a long way as it shows that you have taken the time to prepare and it also gives you the opportunity to see what type of company you will potential be working for.
- Confirm the location and timing for the interview.
 - If you are unsure, check out the location so you know exactly where it is and how you will get there on the day, i.e. transport and parking
- Plan to arrive a few minutes early (5-10 minutes early is acceptable)
- Never restrict yourself on time.
 - The interviewer(s) may want you to meet other members of the organisation or take you on an impromptu site tour - all positive signs in terms of their level of interest.
- Ensure you know the interviewer's full name, how to pronounce it correctly and his/her title.
- Dress in a business suit or appropriate business attire, paying careful attention to all facets of your personal grooming. Have the suit pressed, shoes polished, even a new haircut. These are simple things, yet subtle in the message they send.
- Never smoke or go into an interview smelling of smoke.
- Ensure you look the interviewer in the eye and if there is more than one interviewer, maintain eye contact whilst listening or answering questions.
- Don't answer questions with a simple "yes" or "no". Always use examples wherever possible and distinguish clearly what part you played versus the collective "we".

There are many types of interviews, from the casual catch up to the formal, but one that you are likely to come up against at some point is the competency-based interview.

Answering interview questions can be difficult, but the STAR technique is a method that ensures you really display your skills and experience.



Used at its best, the Star structure is invisible to the listener and it simply comes across as a well-articulated example.

Create a bank of answers in this format in advance and rehearse your answers, so that you are prepared on the day of the interview and can make it appear as seamless as possible.

In addition to a series of competency-based questions relating to skills required, be prepared to answer questions such as:

- What is your ideal role?
- What interested you about this particular role?
- What have you enjoyed most in your career to date?
- What has been your most notable achievement(s) to date?
- What are your strengths?
- What are your limitations or weaknesses? (Remember to think of these as areas for development and further training and turn a potential negative into a positive).

If asked about your remuneration expectations do not place too much emphasis on money. One eighty recruitment would not have shortlisted you for the position if there was a mismatch in your expectations and that of the company.

What is important is for you to be consistent from the outset, adopting a flexible approach and trusting the skill of your consultant to facilitate this part of the selection process.

QUESTIONS TO ASK

Asking relevant questions about the job and the organisation is another opportunity to demonstrate the preparation you have put into the interview.

Suggested questions include:

- What is the reason for the vacancy?
- What is the culture of the organisation?
- What makes a successful person in this organisation?

CONCLUDING THE INTERVIEW

This is your opportunity to ensure you have a clear understanding in your mind of the job requirements.

A suggested question is:

- What do you expect the successful candidate to achieve in this position within 6, 12 months? Or 2 years?

In turn, anticipate the interviewer may well ask at the conclusion of the interview:

- What is your understanding of the role and the outcome(s) required?

If you are interested in the role, state your interest and ask "what is the next step?" If you are offered the job and you want it, accept on the spot, subject to viewing an employment contract.

Thank the interviewer for his/her time and consideration.

AFTER THE INTERVIEW

Immediately after the interview, call the consultant at One Eighty recruitment who recommended you for the role. This is an important feedback loop and will be seen as a clear signal of your interest in the role.

It may also be appropriate to send a follow-up email to the employer – discuss this with your consultant.