

INTERVIEW TIPS – *How to Make a Great Impression*



1st Stage – Preparation

One of the most important things you can do before your interview is prepare, so here are a few **top tips** we've put together to help you get started:

- **Re-read your CV/Application Form** – make sure you know everything you have put on your CV; you don't want to get caught out!
- **Do your research** on the company using their website and social media account – this will help you tailor your answers to fit the company.
- **Read vacancy details and the person specification** – making sure you understand what the specifications of the role are, as you are bound to get asked questions about how you fit their specification and “why this job”.
- **Prepare questions to ask and to be asked** – from your research on the company and the job you should be well equipped to answer any questions thrown your way. Make sure you have noted any questions you want to ask the interviewer as well!
- **Wear something professional** – It is important to give a good impression to the interviewer by dressing in a smart/professional clothing.
- **Good preparation is the key**, and this should help you stay in control and more relaxed.
- Take any **important documents** which prove who you are and your right to work. This could be a copy of your CV, passport and/or work permits, and any relevant certificates of qualifications.

2nd Stage – First Impressions

- **Always arrive in good time** – you don't want to be rushing. Allowing yourself to be early can give off good signs to the company about your work ethic.
- **Make a good entrance** – this includes a positive handshake, a good posture (you don't want to look like you are slouching) and giving eye contact to the interviewer to show your enthusiasm and engagement.

3rd Stage – The Interview

This is the opportunity to sell yourself and leave a positive lasting impression on the interviewer:

- **Be yourself and be honest** – the interviewer will have read your CV and cover letter. They are looking to hear more information about you and want to get to know you as a person, and why you would suit their company.

- **Be prepared to talk and answer questions properly**, try not to waffle. If you need a few moments to collect your thoughts, take that sip of water or say you need a minute to think about your answer rather than speak instantly and regret it afterwards.
- **Be positive**, don't be negative about previous companies, positions, and colleagues.
- **Develop a rapport** – this can be showing your energy, sense of humour and smile.
- **Be ready to sell yourself** – why should they hire you?
- **Have some questions for the interviewer** – this is one of the best signs you have done your research on the company and the job role, and one of the best ways to make an impact.
- **Expect the unexpected** – interviewers sometimes try and catch you off guard by asking that 'Killer Question' but try to appear relaxed and in control.
- **Get clarity on anything you are unsure of** – interviewers will always be willing to repeat questions and clarify anything, so don't be afraid to ask.
- **Remember to confirm you are interested in the role** and when you are likely to hear if you have been successful or not.

4th Stage – Follow Up

- **Follow up your interview** by giving your consultant an email or call to discuss how the interview went, any feedback you would like to be given to the interviewer and if you are still interested in the position.