

Interview Tips

So, you've written a good CV and you've got the interview, now it gets exciting as there's real potential to secure yourself a job! Don't spoil it by being ill prepared!

- Find out about the company, you should always be equipped with some knowledge about the company. What they do, where they are based, how long have they been established for? Has there been any good publicity about them that could be a talking point? It's good to have something to discuss and have a foundation to build discussion on when you are there. Don't go ill prepared as you may be asked the question "what do you know about us?" It looks bad if you know nothing!
- Know where you are going! Make sure you know the location! Don't assume it is one place when it could be another.
- Give yourself plenty of time to get there and arrive 15 minutes before. You don't want to be late and be flustered when you arrive if you are rushing or running behind. Give yourself plenty of time and arrive 15 minutes before to allow you to compose yourself properly before the interview begins.
- Dress to impress! Don't arrive with your best jeans on. Make sure you look smart and most interviews will call for business dress, smart suit and shirt and tie for men. Ladies should avoid wearing short skirts and low cut tops as it can often give the wrong impression.
- Take a copy of your CV with you in a folder or brief case along with any certificates you may have been asked for as it gives you something to carry and avoids your hands looking lost.
- Be friendly, deal with questions tactfully and honestly. If you don't know the answer to a question, tell them! Don't try to bluff your way through it, a good interviewer will be able to tell that you're making it up.
- Have some questions ready to ask but avoid asking about holidays, sick pay etc.. it gives the impression you're not likely to be there much! Ask questions like what training will be offered? What opportunities are there for development and progression? These sort of questions show you are keen to develop yourself and develop within the business.
- Give a firm hand shake upon arrival and when you leave and ask what the next steps will be.