



SER LIMITED

“Changing Peoples Views of
Recruitment Services”

Guide:

How to make sure your interview goes well

Interviews are crucial to the job application process – whether they are by phone, video or face to face, they help to convey parts of your character that a covering letter and CV can't. They help the candidate and client find out if they will fit with the company culture.

There are too many people who fall at this crucial hurdle, they see interviews at first glance as a daunting and very uncomfortable process in which they need to struggle their way through.

With these simple tips you will be able to conquer the nerves and make interviews a far less fearsome proposition.

What to do?

Arrive with plenty of time

Make sure you know the route to your interview, plan your journey to avoid traffic jams and consider possible congestion, whether that is rush hour traffic, lunch times or the afternoon school runs.

Be polite and friendly

Remember to be polite, professional and friendly throughout. This includes making conversation with the receptionist or being polite with security. You never actually know who you are speaking to or what they could say about you. Create a positive lasting impression and remember to smile.

Eye contact

Maintaining a good level of eye contact will show that you are interested in what is being said. It will also demonstrate that you are a confident individual.

Keep focussed

When you are in a new environment, it is easy to be distracted by things on the wall and things you can see in an office next door. Even though you are trying to form an opinion on the company, it is important that you remain focused and pay attention to the interviewer. If you would like to ask about the company culture – use the question time at the end to do this.

Don't talk badly of previous employers

If you have had bad experiences with previous employers, it can be very tempting to talk negatively about the experience and the employer. It can reflect badly on you that a problem couldn't be solved. Instead talk about what you have learned at each job and how that will help you in the new position.

Practice a strong and positive handshake

A weak handshake can create the wrong impression, but so can a hand shake that someone considers aggressive or arrogant.

Questions

Be prepared for the questions, and be prepared to ask your questions.

Interviews are a two way process so ensure that you have a list of questions for the interviewer, we have included a few examples on the following page.

If you experience a strong or robust interviewer who continues to ask difficult or unusual questions then don't panic, buy yourself some time by asking them to repeat the question. They will often rephrase the question or give you help by providing options. Or throw the question back to them by saying "sorry, I don't understand the question could you repeat?" or "sorry, I've never been asked that before, why have you asked?"

Dress to impress

When entering an interview being dressed appropriately is vital to your first impression. When meeting for the first time with an employer it will last in their memory and recent surveys suggest that most employers will make a decision on whether the candidate will be hired within the first 5 minutes.

Don't forget if you smoke, don't go into the interview smelling of cigarette and a little squirt of perfume or aftershave will never do any harm but a bottle full could well leave the wrong impression.

Good luck with your interview!



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