

### Interview Tips

Whilst most people are nervous during interviews it is worth remembering that you are interviewing the company as much as they are interviewing you.

#### Before the interview

Ensure that prior to your interview you have confirmed the time, place and travel arrangements to prevent stress and embarrassment before your interview.

Psychologists say that a first impression is created within the first three seconds of meeting, so ensure, you are dressed appropriately, give a firm handshake, keep eye contact and smile. This will make you look more confident and in turn feel more confident.

It is essential that you research into the company and understand the role before attending the interview. Prior to the interview consider the following:

#### > Why are you interested in the job?

Think about what you are looking for and why this job appeals to you. Examine the job description in detail and think about how you can use your skills within the role.

#### > What do you know about the company?

You must have details about what exactly the company does, how big the company is, and their presence in the market place. To gather this information you can ask your GIM Consultant for some company information, examine their website in detail and look at independent trade publications and articles.

#### > What can you bring to the role?

Think about your skills, personality and relevant work experience.

#### > Where do you see yourself in 3 years time?

### The Interview!

Most interviews follow a standard format. The opening and introductions, a discussion about the role and company, an overview of your CV and experience and a chance for you to ask questions.

Below is a list of some of the most common questions an interviewer is likely to ask you.

- > Why do you think you would like to work for our company?
- > What skills do you have to offer us?
- > How do you manage people? Describe your style / methods.
- > What were the main duties and responsibilities in your previous job?
- > Which of these did you enjoy most / least? Why?
- > When considering different job opportunities, what do you look for?



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- > Why did you leave your last job? (Never be negative about previous employers. Find positive reasons for making a career move)
- > What type of supervision brings out the best in you?
- > What qualifies you for this position?
- > What are your greatest strengths / weaknesses?

Be factual and concise when you are answering the questions. Listen carefully and in the event that you can not answer their question - remain calm, consider the question for a moment and if you are still unsure either ask for clarification or be frank and tell them that you are unsure.

Remember when answering questions about your skills and experience it is imperative to give examples, please see our Competency Based Interview Questions brochure for more information.

### Good questions to ask at interview

Asking questions in the interview will not only enable you to find out whether the job is appropriate for you, but will also demonstrate to the interviewer your ability and attention to detail. Avoid questions you should have been able to get answers for with a little prior research.

- > How can the role develop in the future?
- > On your website I noticed you deal with..... Could you tell me more about this?
- > What are the immediate priorities in this role?
- > What are the main obstacles in the achievement of these objectives?
- > Is this a new position? Why was it created?
- > What was the previous jobholders approach? What were their successes?
- > What do you consider the main strengths necessary to make a success of this position?
- > What opportunities for career progression are available to someone in this position?
- > Have there been any organisational changes recently? Are there any planned?
- > What sort of training do you offer?
- > Ask the interviewer what they enjoy most about working for the company?

If you think you will forget to ask a specific question during interview, take a notepad with you. If anything, this will show that you have prepared.

If you are excited about the position, don't forget to tell the interviewer before you leave. If you're feeling happy with how the interview went, one final question you could ask is:

- > **Do you have any reservations about putting me forward to the next stage?**



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### Reasons Candidates get rejected at Interview Stage

- > They did not show enthusiasm
- > The candidate came across very well at 1st interview but not as well as the 2nd. A common misconception when the candidate feels the job is theirs after the 1st interview.
- > The candidate was too nervous. The more prepared, the less nervous you will be.
- > They did not understand the job fully.
- > They did not know enough about the company.
- > The candidate did not back up their answers. E.g. examples of when they had worked under pressure prioritised their time, etc.
- > Presentation was not adequate.

### Final thought!

Be sure about the interview location and allow enough time for travelling to and from the interview. If you arrive ten minutes before your appointment you will have time to compose your thoughts and take stock of your first impression of the company.

AND don't forget to turn off your mobile!

**GOOD LUCK!**



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