

So, if you have followed the advice in our CV Advice section, your Curriculum Vitae is looking great now. The company you want to work for wants to meet you. Now you need to prepare for the Interview. This section gives guidance on not only how to prepare but some pointers on how best to conduct yourself at the interview itself...

Learn as much background information about the company as possible through their website or brochure, if they have one. Think about the sort of questions you might be asked, and put together some responses.

For example:

- *Which positions have you most / least enjoyed in the past, and why?*
- *What have you achieved or learnt in past positions that will stand you in good stead for this position?*
- *Why do you want this position?*
- *What is important to you in a job?*

On the day of the interview, take a copy of your CV and references with you.

Arrive well ahead of your interview time, and allow time for possible delays.

On a practical note, dress smartly and make sure you are well groomed, as your appearance will undoubtedly influence the outcome of your interview.

When you meet your interviewer, shake their hand and wait to be invited to take a seat.

Maintain eye contact with the interviewer and make sure that you speak clearly, as this will convey confidence. Don't worry if you are nervous - an interviewer will half expect you to be. So if you feel that your nerves are getting the better of you, don't be too concerned about letting the interviewer know.

Don't be afraid to sell yourself - after all, it's *you* that has achieved what you have achieved.

A good interview is all about give and take, so feel free to ask questions, making sure that you don't simply talk about yourself non-stop.

Listen to the questions asked, and keep your response simple - don't ramble on about things that are irrelevant to the job.

Ensure that your responses are honest and can be verified if necessary.

At the end of your interview, ensure that you thank the interviewer for seeing you. Remember, last impressions are just as important as first impressions.

Handling interview response

Bear in mind, some positions will not be offered after the first interview. You may be required to come back for a second, or even a third interview. If an additional interview is necessary, This will be arranged via your Consultant.

If you are not invited back for another interview, or if you are not offered the position, it is not the end of the world! Think of it as practice. Ask your Consultant why you have not been successful. It may have been something simple, like there were candidates who simply had more experience in the job than you. Whatever the reason is for not getting the job, you will still have gained valuable interview experience which you can use to your advantage.

If you are offered the position, then congratulate yourself!

For more advice, contact us today on 01270 509 266.