

REFRESH RECRUITMENT

Interview hints

Always be prepared

1. Research the company thoroughly. **Always** check their website
2. Read through job specifications fully and understand the role. If there is anything that you are unsure of, ask the agency.
3. Plan your journey carefully and arrive 10 minutes early. If you cannot avoid lateness, **Always** call!
4. Be aware of the interview process, who you'll be meeting, and their role within the company.

Prepare some questions before the interview that you are going to ask. You never get a second chance to make a first impression. Make sure when you meet the interviewer you shake hands firmly and with a smile. Always dress smartly, e.g., conservative suits, plain ties, and polished shoes. Wear minimal jewellery and minimal perfume. Remove any piercings.

During the interview,

- Stay relaxed and maintain eye contact. Don't fidget. Your body language shows how you are feeling. Be aware of this and sit up straight in your chair with your hands clasped and resting on your lap. Sitting with both feet on the ground can stop that nervous foot swinging when your legs are crossed.
- Be relaxed, but always formal. Project self confidence, but do not be over confident. Never swear or be over familiar in an interview.
- Use the interviewer's name.
- Be friendly and interested in what the interviewer is saying.
- Answer questions honestly. If you don't know the answer or do not have the experience, be honest, but make it clear you're a quick learner and direct the conversation to your positive attributes.
- Answer questions fully, but don't ramble, make sure that your answers are relevant to the question asked.
- Never be negative about a past employer.

Some useful interview questions:

- Ask why the interviewer joined the company?
- What are the company's plans over the next 2-3 years?
- What is the environment like that I would be working in?
- What training does the company offer?
- What are the expectations in the first 6 months?

Some basic hints:

- Turn your mobile off (don't leave it on vibrate)
- Don't ask about holiday entitlement or sick leave at interview
- Don't get greedy regarding salary at interview – we will negotiate the very best possible package for you
- Don't overly criticise past/present employers
-

ALWAYS close the interview by thanking the interviewer for their time, smile and shake hands. Leave a positive last impression.