Template

# 12 key interview tips from Right Career Recruitment and Regan and Dean

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| 1. Be open to all opportunities and routes to find a job, including active networking.2. Remember that first impressions are very powerful. Have an interview outfit ready to go and dress appropriately for the interview, preferably in a suit or smart professional clothes and a minimum of jewellery3. Be flexible about interview timings and interact with everyone you meet, from the reception staff onwards. On entering the interview room greet the interviewer or interview panel by introducing yourself and shaking hands. Smile and make eye contact throughout the interview with all members of the interview panel and try to convey you passion and enthusiasm for the role.4. Allow time to relax before the interview. Do the best you can at the interview, but nerves are normal, so let them know if you are feeling nervous, but stay professional.5. Be self-aware - take a good step back and think about what you have learnt, and achieved already at university or college or in your previous work experience. Also be aware of your own body movements as well as observing the body language of the interviewer, which can reveal a lot about how the interview is going.6. Prepare the basics and research, research, research! Find out about the company, the sector and the competition, i.e. have a solid CV and cover letter. Don’t busk it. Take time out to really think about all you’ve done to-date and how you could put this across in an interview and have your own questions ready.7. Listen carefully, and seek further clarification if you do not understand any of the questions. Try to work out why they might be asking that question and frame your answer with that in mind. It is best to keep your answers specific and succinct and take time to respond to the question asked.8. If you do not know the answer to a question, it is best not to bluff or guess at it. It is preferable to say you do not know, but will make sure you look it up and get back to them in due course. Illustrate the answers you give with real examples, evidence and anecdotes to show you have relevant experience.9. When you are required to be interviewed by telephone interview or Skype, keep to the same principles, but try to speak in a clear and concise manner and avoid interruptions. Allow yourself plenty of time to respond to the question asked and do not feel pressurized to rush, or talk over the interviewer. Make sure you are comfortable in your surroundings, and dress in a professional manner, as this will give you a psychological boost, even if it is a telephone interview. It is a good idea to have notes at hand, detailing the points you want to make and your practiced responses to some of the question as that you expect to be asked.10. At the end of the interview, you could ask what the next stage of the process is, how many more candidates have applied, or when they will reach their decision, as this shows enthusiasm and real interest in the role, however do not focus on monetary or other rewards, as this does not look like you have a genuine interest in the role.11. It is not unusual for employers to make a shortlist of potential candidates and to ask them to complete a task, such as writing a report or putting together a presentation, in order to further test their suitability for the role. In addition to talent recruiters are looking for self-awareness, humility and realism, with a big dollop of ambition of course!12. Think of looking for a job as a job. Try to enjoy it and learn from the experience and don’t get discouraged if you don’t succeed straight away. Remember a career isn’t built on one job. The path might not always be direct, but it will be interesting. |