



Preparing for an Interview

Congratulations! You have got yourself an interview.

Please see below a few tips on how to prepare and impress the interviewer

1. Look at the Job Spec and put together a list of questions that you are likely to be asked and prepare your answers. Practice speaking your answers out loud. Prepare some examples of past projects or accomplishments to talk about.
2. Dress appropriately, ask what the dress code is for the interview. If you are told that's its casual you should still wear trousers and a shirt or ladies dress, skirt or smart trousers (no jeans or trainers).
3. Arrive to the interview with ten minutes to spare. Don't arrive too early as the interviewer may not be ready to see you and if you are left waiting in reception this may make you nervous as you wait. Don't arrive too late there maybe security, sign in, lifts or reception to navigate before you get to the hiring manager.
4. Smile, be friendly and polite to everyone you meet (you'd be surprised how many people will give an opinion on you).
5. Use every answer you give as an opportunity to sell yourself.
6. Remember to give examples and evidence to your answers. How well did you get the work done. How did this positively impact the company.
7. Stay on topic and try to avoid rambling.
8. Asking good and relevant questions shows that you have done your homework. Check out the company online, look at recent posts and articles (use LinkedIn to learn more about the company)
9. At the end of the interview if you are interested in the role tell the hiring manager.
10. Follow up on the interview within 24 hours by sending an email. Thank the interviewer for their time reiterate that you are very interested in the role follow this by giving information about your notice period.

To prepare properly for an interview can feel like hard work and can take time. Most other candidates won't put the effort in and that's why you will stand out as a more committed, motivated and interested candidate.

