



If you have gained an interview, congratulations - already the client is keen to meet you. They are trying to find out whether or not you want the job as much as whether or not you're suitable. Remember, the objective of any interview is not simply to talk to the interviewer about yourself but to communicate your ability, willingness and suitability for the job. Don't be afraid to reveal details about yourself as it will work to your advantage. Remember to listen as well as talk.

You should dress smartly for the interview and leave home earlier than you need to on the day of the interview - you may be delayed by traffic or for other reasons. Be courteous to all employees of the company (you never know who they really are!). At the job interview itself you must be positive about yourself and your abilities - but try not to waffle. Prepare yourself:-

QUESTIONS ABOUT YOU

- 1) What do you really like about your current/previous job?
This will help you to be enthusiastic in interview about your current job.
- 2) What do you dislike about your current/previous jobs?
- 3) Why are you looking to move?
Stress the positive aspects of why you wish to move on in your career at this stage.

QUESTIONS ABOUT THE COMPANY AND YOU

- 1) What does the company who wish to interview you do?
 - a. Find out everything you can about the company. Have a look at their website and make some notes
- 2) What do they know about you?
 - a. Re-read your CV, thinking through your own career. Consider the interview questions they might ask you, based on the information you have provided. You should try to anticipate the interviewer's questions and prepare suitable answers. You should also prepare some questions to ask the interviewer yourself.
 - b. Think about how you might take the interviewer through your career via your CV. Focus carefully on your successes in each placement.
 - c. To do well at any job interview you will need to convince the interviewer that you are technically qualified to do the job. Make sure you can back up all the information on your CV.
 - d. Think of ways to demonstrate you are sufficiently motivated to get the job done well and that you will fit in with the company's culture/organisational structure and the team in which you will work. This might involve considering your hobbies and pastimes or historic achievements from school, university and/or social clubs and committees.
 - e. How do your abilities meet the requirements of the job spec.

Before you go in, read the following:-

- a) Be yourself and give a warm handshake at the outset.
- b) Try to take the client through your CV by giving an account of your successes in each placement. This will help them to focus on your achievements all the time.
- c) Concentrate on the question and give honest answers – if you're unclear what they're asking, say so!
- d) Be positive, enthusiastic and interesting – if the interviewers start to look bored or disinterested, wrap up and move on to another subject.
- e) Don't be over-familiar, and remain loyal to your current employer.
- f) Close the interview properly – find out when you might be hearing from them and consider asking whether you might be the sort of person they're looking for....