

Interview Checklist

Before the interview

- Use the information provided by us to research the company
- You should also be able to get extra information from the internet
- Prepare a list of questions to take in with you
- Prepare 10-15 questions as invariably a lot will be answered during the interview
- Do a dry run of the journey, so that you know exactly where you are going

During the interview

- Ask salient questions about the job and the company, but stick to about 3 questions
- A strong handshake and a confident smile will start you off in the right way
- Answer questions concisely; if they want elaboration then they will ask
- Interview them as well
- Wear a suit
- Arrive 5-10 minutes early
- Ask them at the end of the interview whether or not they have any concerns about progressing you onto the next stage
- Let them know at the end of the interview that you are still interested in the role
- Appear enthusiastic; this is first thing that disappears with nerves
- Never criticise current or former employers or colleagues

After the interview

- Call us with your feedback
- Send us an email to forward to the interviewer expressing your interest in the role and thanking them for their time

Do's and Don'ts

- Be positive about your skills and experience
- Give the interviewer space to talk showing that you are a good listener as well as talker
- Smile and display good eye contact.
- Don't have a cigarette on the way to the interview
- Don't exaggerate or lie about your experience
- Leave questions about salary, holiday, benefits etc until the second interview
- Avoid a late night before the interview; you will need to be sharp and alert
- If during the interview you become unsure about whether you are interested in the role, do not let them see that. In hindsight you might decide your concerns are unjustified when you have more information about the role.