

# 8 Great Interview Tips

**Prepare, prepare, prepare. Breeze into the interview without any thought to what you will say and, unless you're the rare type of person who is extremely good at giving reasoned, well thought-out responses off the cuff, then you'll stumble and stutter. It helps to treat an interview like an exam with the subject being you, your career, your development!**

**If you're preparing for an interview, these tips will help you to give a positive impression .....**

## 1) Before the interview

You can arrange an informal visit or telephone call with the Recruiting Manager to find out more about the job, team or company. If you really want to get the job, then it shows how keen you are to find out more.

## 2) Prepare for questions

You won't know exactly what questions you will be asked, but you can use the job description and person specification to think what questions you are **likely** to be asked. Put yourself in the interviewer's shoes and think what skills and competences they are looking for. Think of examples you can give to back up what you say. For example if you say you are a good communicator, describe an occasion when you used your communication skills to good effect. It's good to have examples of what you have achieved or skills you have used.

## 3) Practice out loud

It helps to practice your answers out loud – don't just think 'oh yes I'll talk about when I worked for ABC company' as what's in your head still needs to be shaped into sentences and spoken!

## 4) Do your research

You may be asked what you know about the company, so do your homework on things like last year's performance or proposed service developments. You should also take a look at the latest developments or research in the field in which the company operates, as you may well be asked for your views or knowledge of this.

## 5) Look the part

Your appearance alone won't get you a job, but if you turn up scruffy for an interview, the panel's first impression is likely to be that you don't care about getting the job. Make sure you are clean and presentable and they'll see that you've made an effort. You don't have to buy a new suit, but you might want to make sure your shoes are polished, your clothes fit correctly and that your accessories are not distracting.

## 6) Presentation on the subject of....

If you are invited to make a presentation you can be imaginative, but make sure you've answered the question and thought about the style of the company. Don't write long sentences and just read them out – bullet points are best so you can talk around them. Practice the presentation. Time how long it takes as you may not be allowed to go over the stated time and may miss your most important points. Pause for breath. Speak clearly. Don't try to rush through to get it over with.

## 7) Stay calm

Good preparation is key in control. Plan your journey, allowing extra time for any unexpected delays. Get everything ready before the day of the interview. If you are nervous about the journey and being on time, travel the route beforehand to be sure you know where you are going and how long it will take.

## 8) Ask questions

It's a good idea to ask some questions at interview to demonstrate your interest in the position. It shows you've really thought about what it will be like to work in that job or for that company. Ask two or three questions at most. Too many may look as though you didn't do your research beforehand. You could prepare 4 or 5 questions as some may be covered in the interview and you'll look as if you weren't paying attention if you ask them again. You might ask about working arrangements, or development opportunities, or about projects and plans, culture of the department or company. Don't ask about pay – save that for negotiation after the interview.

**And finally! Don't assume your audience are negative or hostile. Yes, their role is to assess your abilities, but they also want you to do well. After all they invited you to the interview! Remember to speak clearly, smile....and breathe!**