



How to make Interviews a success

By reaching the interview stage you have already convinced the interviewer on paper, that you are capable of doing the job.

The interview is your opportunity to convince them you're the best person for the job. It isn't a test. It enables the interviewer to see if you possess the necessary skills and knowledge for the job and of course will enable you to find out whether the company and the job are right for you.

The following information will offer advice relating to the questions you may have about interviews. The better prepared you are, the more confident you'll feel and greater success you'll have.

How important is preparation?

Preparation is all important. Showing the interviewer that you have taken the time to prepare and find out information will demonstrate your desire to do well. Your ability to plan, to organise and to think ahead.

What should I find out about the company?

Before your interview find out as much background information about the company as possible. This will help you decide if they're the kind of company you'd like to work for, for instance;

- What is their business/product/service?
- How many employees do they have?
- Are they part of a large group, do they own other companies?
- Who are their competitors?
- What is their company mission/philosophy/turnover and profits?

If your interview has been arranged through Adecco then your Consultant will be able to answer these questions. If you have organised the interview yourself then contact the company direct.

How can I make a good 'First impression'?

Unfortunately your appearance can affect the interviewer's opinion of your ability or suitability for the job. Here are a few things to remember;

- Be smart, clean and well groomed
- Unless advised otherwise wear business attire i.e. dark business suit/shirt, blouse
- Limit make up, perfume/aftershave and jewellery
- Wear something different to the 2nd interview

Things to take

- Copy of your Curriculum Vitae
- Any references/referrals
- Exam certificates
- Take just one bag or briefcase, otherwise you'll look cluttered or disorganised

Getting to the interview

- Make sure you take clear travel directions
- Allow plenty of travelling time to take account of unexpected delays
- Becoming flustered by having to rush and arriving late creates a bad impression. It's much better to arrive early

What should I do in the interview?

- Remember the interviewer is often as nervous as you are
- When you meet your interviewer confidently shake their hand
- Stay calm, don't fidget or twiddle your thumbs
- Be polite
- Never eat or smoke during the interview – accepting a drink is fine
- By yourself, be honest
- Show a real interest in the job
- Don't answer a question you don't understand, ask for clarification first
- Speak clearly using positive words such as enjoy and enthusiastic
- Maintain some direct eye contact with your interviewer and smile. This shows confidence

Common Interview questions – prepare your answers

- What do you know about our company?

- What qualifications or experience do you have that would make you a success in this company?
- What job in our company do you want to work towards?
- What jobs have you enjoyed the most/least? Why?
- What are your own special abilities?
- What have you done that shows initiative?
- Where do you see yourself in 5 years?
- What are your strengths Try and think of three or four before the interview
- What are your weaknesses?
- Why are you seeking new employment?
- Why do you want the position?
- What attracted you to this organisation?
- What is important to you in your job?
- How would you describe yourself?
- What can you offer us?

Questions to ask the interviewer

Usually the interviewer will ask if you've any questions. They may have covered all the information you feel necessary but here are some you may like to ask;

- Who will I report to?
- Who will I be working with?
- What training opportunities are there?
- What promotional prospects are there?
- Why has the job become available?
- When will you be making a decision?
- You may wish to clarify the salary and benefits

Leaving the interview

You want them to remember you positively so;

- Smile and thank them for seeing you
- Tell them how you look forward to seeing them again
- Shake hands (firmly)
- Tell them how much you enjoyed discussing the job with them

After the interview

Contact Anne to tell her what you thought about the interview as soon as possible

If you're offered the job – great! Well make all the necessary arrangements. If you didn't get the job don't give up. Put it down to experience and bear in mind that this interview was a valuable exercise in itself.

Good Luck !