

# The Interview

## Preparation

Following are a number of key, yet basic areas, which might be overlooked during your preparation:

Check that you know the exact location and time of the interview and where to report in.

Ensure that you know the interviewer's full name, pronunciation and their full job title.

Conduct a little research into the company and establish a knowledge about areas like: which countries they operate in, Office locations, number of employees, their products and services, their current and predicted turnover and profitability. Sources for this information includes the company's website.

Update, if necessary, your knowledge of your current employer - as you may well be asked questions about them.

The interview will be interactive so prepare the questions you wish to ask. Your questions should be concise and show that you really wish to establish that the company is for you.

The areas you should consider for your questions include:

The reporting structure of the organisation into which the role fits.

The exact details and scope of the role.

Your career prospects with the company.

The culture and management style of the company.

The turnover of staff.

Details of induction and training programmes.

Future company growth plans.

## The Days of the Interview

You should approach the interview with confidence, you are prepared and want to present yourself as the right person for their position and satisfy yourself that the company is right for you.

In attending the interview you should:

Adhere to smart business dress even if you are aware the company has a casual dress policy.

Plan your journey to arrive a few minutes early.

If unforeseen events happen that mean you are unable to meet the time of the interview then.

inform your consultant who will contact the client, explain your predicament and try to delay the interview.

## The Interview

The following are important aspects covering the interview itself:

Greet the interviewer by their surname and a firm handshake.

Retain a good body posture and stay attentive and alert throughout the interview.

Remember to smile and be a good listener as well as a good talker. Eye to eye contact during conversation with the interviewer is important.

Show confidence and a determination to secure the position.

Let the interviewer lead the process but try and ensure that during discussions that you relate your experience and skills to the job description of the position.

If discussions wander to other opportunities in the company discuss them freely. It is good to show flexibility and a positive sign the interviewer is interested in you.

Be prepared to answer general questions such as what are your strengths and weaknesses?

What kind of job are you looking for? Or what are your qualifications?

The following are important aspects that you should avoid during the interview:

Avoid simple Yes or No answers. If possible expand on your answers to ensure the interviewer is able to grasp why you are ideal for the position.

On the other hand do not waffle - be concise.

If you do not understand the question, ask for clarity.

Never mislead = Answer questions truthfully and to the point.

Ensure all answers to questions about your current employer are positive. Do not make derogatory comments about your current employer.

Do not lead on questions concerning salary, holidays or bonuses during the interview unless you are certain you are going to be offered the position.

If the interviewer is interested in hiring you be aware of your market value and be prepared to specify your required salary or range. eResponse will always advise you on this.

## Closing the Interview

Ask the interviewer whether there is any area, which requires further information. This encourages the interviewer to revisit any question where the response was not complete or clear.

If you are offered the position and you wish to take it then accept on the spot.

If you are offered the position and you are unsure whether to accept then be tactful and state you would like a little time to think it over - set a specific timeframe when you will give a response.

Do not be discouraged if no offer is made. The interviewer may want to consult with colleagues first or interview other candidates before making a decision.

Do not let your impressions of how the interview is going affect your positive approach. Your impressions may not reflect what the interviewer is thinking.

Always thank your interviewer for taking the time to see you.

eResponse will contact you following the interview to obtain your feedback followed by contacting the recruiting manager to secure their views.



phone: **01527 66688**

web: **e-responserecruitment.co.uk**

mail: **info@e-responserecruitment.co.uk**

Unit 5, Unicorn Parade, Unicorn Hill,

Redditch B97 4QR