



INTERVIEW PREPARATION GUIDE

*Our essential, insightful and practical tool to help you
through your interview*

WHAT TO DO BEFORE YOUR INTERVIEW



Research the company via their website and social media profiles.



Have a look at the recent press releases of the company to learn about noteworthy projects or business changes.



Ensure you have the correct directions to the interview location, including where parking is situated.



Read the job description and make note of specific examples within your career when you have demonstrated the required skill set.



Prepare questions you may want to ask. It is acceptable to write these in your notepad and take them to the interview.



Consider potential questions you may be asked and practice your answers. Review your responses objectively, looking for gaps in your skill set, and prepare examples or counter arguments.

THE BASICS OF INTERVIEWING

Always arrive early. Being ready for the interview 10 minutes prior to your start time is perfect timing.

Put your phone on silent mode. Leave your phone in your pocket or bag, not on the desk.

Remember first impressions count, so smile and demonstrate positivity and enthusiasm at the greeting.

Always show manners and gratitude and ensure you thank the client for meeting you. Let them know you are excited to be given the opportunity to talk about the role.

BEGINNING THE INTERVIEW

The interview will start as soon as the interviewer introduces themselves, even if it takes some time to get to the interview room. Be aware that this may involve



THE WALK INTO THE INTERVIEW ROOM

1

- If the PA or HR collect you, it is an opportunity to impress from the start, by treating everyone with manners and politeness. Interviewers will typically ask the person collecting the interviewer what they thought about the interviewee.

2

- Avoid negative comments such as (the parking was a nightmare, sorry I am under/ overdressed, thankfully its Friday, etc.)

3

- Its okay to say you are nervous. They expect you to be and showing your nerves at the start will can calm the interviewer.

4

- Do not use your phone when you are collected or walking to the interview room, as it should remain in your pocket or bag.

5

- Ensure you arrive with a notepad and pen to show that you are prepared, even if the result is that you have not taken notes in the interview.



BEFORE THE INTERVIEW:

THE AELQ METHOD

This method can be a very Effective means of answering a question and will ensure a smooth and professional delivery of any answer.

ACKNOWLEDGE

When asked a question. By acknowledging the initial question asked, it provides you with valuable thinking time to answer the question. Suitable examples are "That's a good question", "I am glad you asked that", "Sure, I am happy to provide more clarity".

EXAMPLE

Providing examples to help the interviewers understand why you are the right candidate. Hiring decisions are based on lowering risks and ensuring individuals have the capability and experience required to deliver a piece of work. By demonstrating your experience, it will allow you to talk about your involvement and showcase your expertise.

LEARNINGS

Showing what you have learned from the example you have given, demonstrates to the interviewer that you are consistently looking to improve. You could also be sharing valuable lessons, should they encounter similar situations.

QUESTIONS

Have questions prepared or initiate questions. An interview is a two-way process and, by ending with a question, it shows that you are interested in their view of your answers. Asking a question also allows you to take the conversation to a topic you are keen to learn about. For example, "Was that what you were specically looking to learn", "what is your business philosophy on the subject", "Are you also incurring these similar challenges?"

AVOIDING MISTAKES

COMMON MISTAKES TO AVOID

1. PRIOR TO THE INTERVIEW

Look at the map and plan your route, ensuring you know where to park and where the entrance to the building is. If you think you may be late, call your agent in plenty of time so that they can smooth everything over and inform the client.

2. SPEAKING NEGATIVELY OF CURRENT EMPLOYER AND EMPLOYEES

Regardless of the situation, always aim to be positive about the experiences you have learned from and how you have benefited from them, although now you are looking to move on. If asked about specific individuals at your current employment, aim to give impartial views as there is a likelihood that the client will know the person they have asked you about.

3. NOT RESEARCHING THE COMPANY

Ensure that you know what the organization does, as not knowing will be embarrassing for you and will show as a lack of interest to your prospective employer. Research any recent news articles, awards etc. Mentioning this kind of knowledge into the conversation can add huge credibility to your interest in the role and the company. Your interviewer will almost certainly ask you about their company and why you want to work for them.



QUESTIONS

You will more than likely be asked a few of these questions, so thinking about how you would answer them is fantastic preparation.

- *What are your main strengths?*
- *What are your weaknesses?*
- *What are the tasks you are involved with in your current role?*
- *What have you found most challenging about your current role?*
- *What could you bring to our team?*
- *Why should we employ you specically over other candidates?*
- *How would your friends and colleagues describe you?*
- *How would your manager describe you?*
- *How are you best managed?*
- *What are examples of your biggest successes and failures?*
- *What motivates you?*
- *Why do you want to join the company?*
- *Why are you looking to leave your current employer?*

