

## Interview Tips – Candidates

Well done for getting an interview! Here are a few tips to help you secure your dream job.

### **Before the Interview**

It always impresses employers if you know a lot about their company. The best thing to do is have an in depth look at their website or request a sales brochure. It can also be beneficial to have a look for any recent news from the company by doing a quick Google search. Keep a look out for the company values and make sure you demonstrate that you can live to the same.

Have a read through any application forms, cover letters and your CV that you have sent to the company and make sure you can elaborate around your experience and qualifications as you will be asked.

From your research, are there any questions you would like to know? If so make a note of them and take this with you. You should have at least five questions to ask at the interview which will show the interviewer that you are serious about the position. Do not discuss salary during the first interview unless this is mentioned by the interviewer.

You must find out where the interview will take place and double check the time and date prior to the interview date. It may be worth doing a dummy run to see how long it takes you to get there. Don't forget to take into account traffic.

Remember – there is no such thing as the 'perfect' candidate. If you have managed to get to the interview stage they know your experience and have decided it is sufficient for the role. The main purpose of the interview is to get to know you as a person and determine how well you will fit into the team.

**If you are still nervous about your interview that's OK! A little nerves can show your enthusiasm for the role! But if you would like to go through things further please contact a consultant at Network Scientific who will be more than happy to talk you through further interview techniques.**

### **During the Interview**

Dress smartly. Always over dress for an interview, it is better to be suited and booted with everyone else looking casual than to be casual and everyone else suited and booted! Make sure your hair, nails and

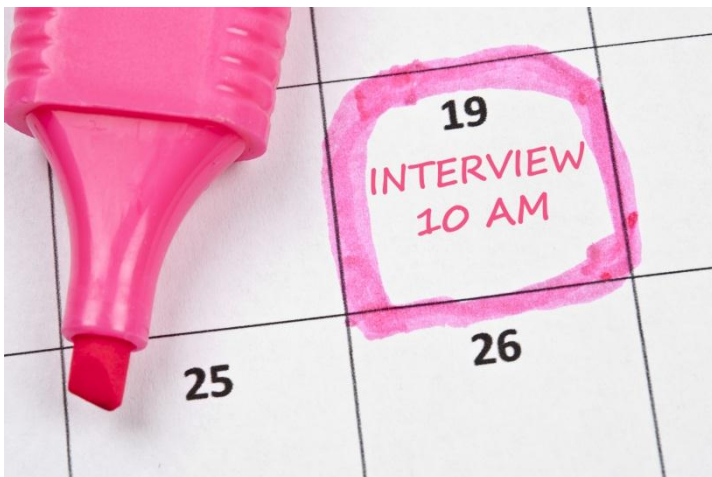
clothes are clean. Make sure you don't smell too strongly or perfume or BO. Smokers try not to have a cigarette before the interview!! Unfortunately at interview people do 'judge a book by its cover'!

Arrive at your interview with plenty of time. When you arrive you can read through any notes you have prepared which should calm your nerves. You can also use this time to remind yourself of your questions.

Body language and eye contact are extremely important. When you meet your interviewer look them in the eye and shake their hand firmly. Always wait to be asked to sit and sit up straight! Be polite and thank them for the opportunity to interview for the role.

Listen to all questions carefully. If you don't understand the question asked, ask the interviewer to repeat the question or rephrase it. Have a good think about the question and give yourself time to answer fully. Make sure you answer the question and don't simply say what first comes into your head.

Don't forget that you are interviewing them as much as they are you. If you are going to be making a career



out of this job you need to make sure you get along with the people and are going to enjoy the work. So don't forget to ask all of your questions. There may be more questions you have thought of during the interview; ask these now too!

At the end of the interview; smile, shake the interviewer's hand and thank them for their time. At this point it is important to mention you are still interested in the job.

### **After the Interview**

Don't worry – even if you thought it went badly you never know! Wait for the phone call to find out what happened!

If you don't get a job don't worry and don't let it knock your confidence. Use the opportunity to get feedback from the interviewer and always use this feedback for future interviews! This can be extremely beneficial.

Good luck!!