

HOW TO GET READY FOR AN INTERVIEW



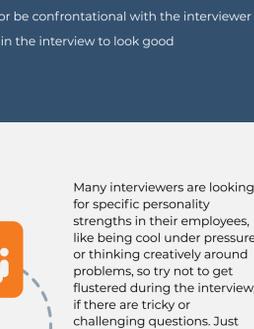
YOUR ESSENTIAL GUIDE TO THE INTERVIEW

- 1** How To Have A Good Interview
- 2** Prepare And Predict
- 3** Things You Say, Without Saying A Thing
- 4** Common Challenges In An Interview
- 5** Outcome of Interview



HOW TO HAVE A GREAT JOB INTERVIEW

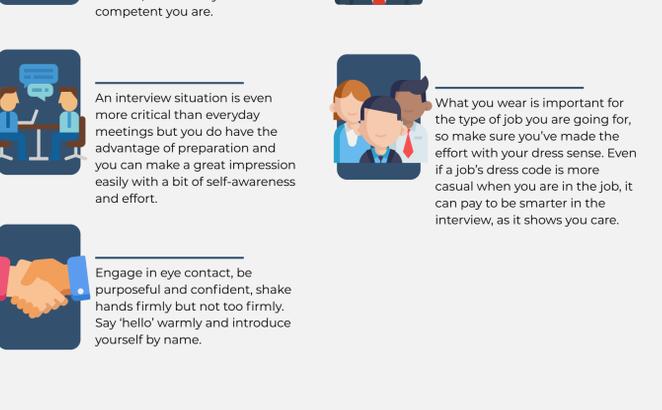
- DOs**
- ✓ Do get a good night's sleep the night before
 - ✓ Do make time for breakfast in the morning
 - ✓ Do plan your route to the location of the interview
 - ✓ Do research the company and the job role before the interview
 - ✓ Do try to find out a bit about the person interviewing you
 - ✓ Do relax and promote confidence for the first impression
 - ✓ Do prepare answers and practice what you want to say
 - ✓ Do remain calm, answer questions clearly and confidently
 - ✓ Do demonstrate why you qualify for the job
 - ✓ Do share your ambition and enthusiasm
 - ✓ Do prepare, ask questions about the role and company
 - ✓ Do give honest feedback to the recruitment Consultant after the interview



- DON'Ts**
- ✗ Don't be late, get to the interview with time to spare
 - ✗ Don't wear inappropriate or scruffy clothing
 - ✗ Don't talk badly of your previous job or colleagues
 - ✗ Don't drink alcohol before the interview
 - ✗ Don't use defensive body language, like folding your arms
 - ✗ Don't just talk about the financial rewards you want
 - ✗ Don't panic if you get nervous – just keep going
 - ✗ Don't walk away abruptly if you don't want the job
 - ✗ Don't verbally battle or be confrontational with the interviewer
 - ✗ Don't tell blatant lies in the interview to look good

PREPARE AND PREDICT

If you know the name of who is going to interview you, read their biography on the company website or you could see their profile on LinkedIn. You might learn more about what they are looking for.



Prepare to answer questions on yourself, to communicate the strengths in your character.

Make sure you have some ideas to contribute, to show them you have been thinking about the role and that you are intelligent and capable.

Many interviewers are looking for specific personality strengths in their employees, like being cool under pressure or thinking creatively around problems, so try not to get flustered during the interview, if there are tricky or challenging questions. Just take a moment and ask them to repeat the question and listen carefully, whilst you think about the answer.

Try to keep calm and collected throughout the process. If you have a lot of knowledge about the sector the job is in, show the interviewer you have that high level of insight.

THINGS YOU SAY, WITHOUT SAYING ANYTHING

- When you are called into the interview, research has shown that in under a second, people make judgements about how likeable, trustworthy and competent you are.
- An interview situation is even more critical than everyday meetings but you do have the advantage of preparation and you can make a great impression easily with a bit of self-awareness and effort.
- Engage in eye contact, be purposeful and confident, shake hands firmly but not too firmly. Say 'hello' warmly and introduce yourself by name.
- A relaxed smile counts in the first moments of the interview.
- What you wear is important for the type of job you are going for, so make sure you've made the effort with your dress sense. Even if a job's dress code is more casual when you are in the job, it can pay to be smarter in the interview, as it shows you care.

COMMON CHALLENGES IN AN INTERVIEW

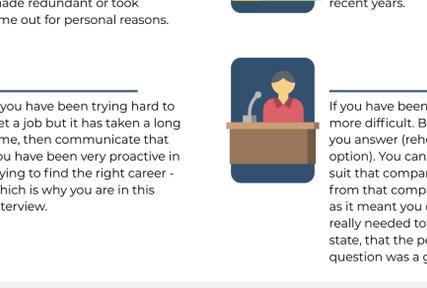
- Think about your posture. Sit up straight and try to keep your body language in check
- Use your hands to emphasise what you are talking about, when it matters
- Be relaxed and be yourself and be positive and communicative during the process
- Don't mumble answers, be clear, confident and in control of your responses
- Avoid negative conversation around past jobs or ex colleagues. Instead, find the positives in the roles you've had. Use them as learning experiences and challenges you've overcome
- Even if the interviewer does, don't swear
- Try not to interrupt the interviewer or talk over them
- Always be ready to ask a few questions at the end of the interview but try to avoid making your interest solely about the financial rewards you expect. Instead, make your interest about how you can help the company develop
- If the interview is going very well, you could ask politely if you can see the office and meet the team
- If there is a second interview to face, then see if you can find out more details about who that is with and where it is. Final stage interviews usually mean you are meeting someone senior or someone highly influential in a team but it might include the same person interviewing you the first time. This means you'll need to prepare all over again – and find new ways to convey similar messages, so you can bring even more to the table

DIDN'T GET THE JOB?

- Don't be too glum if you don't get the job – treat it like valuable experience.
- Sometimes, when you are not hired after an interview, it gives you the impetus to get an even better job next time around, so there is no need to worry.
- Ask for feedback on why you were not chosen this time and talk to a Consultant at CMD so you can apply for another position.
- Contact our friendly Consultants at CMD if you need help and guidance applying for a job role. We are happy to help with any questions you might have.

GOT THE JOB? CONGRATULATIONS!

It's your time to celebrate!



HOW TO TACKLE DIFFICULT QUESTIONS IN AN INTERVIEW

- Questions about gaps in your CV
- Questions About Salary
- Questions To Catch You Out

QUESTIONS ABOUT GAPS OR CHALLENGES IN YOUR CAREER

- It's not unusual today for many people to have a gap in their career where they may have been unemployed, made redundant or took time out for personal reasons.
- For redundancies - honesty should be the best route as this is not that uncommon in the economic climate of recent years.
- If you have been trying hard to get a job but it has taken a long time, then communicate that you have been very proactive in trying to find the right career - which is why you are in this interview.
- If you have been fired from a job, this is more difficult. Be concise about how you answer (rehearsing is a good option). You can say that you did not suit that company or being cut free from that company was a good thing as it meant you can focus on what you really needed to do. You could also state, that the period of time in question was a good life lesson.

QUESTIONS ASKING YOU DIRECTLY ABOUT SALARY

- If a salary is undisclosed but up for discussion, you may have to talk and negotiate around it within the interview situation. You should have a feeling for the market rate - which you can look up, for the role you are going for.
- Often an interviewer may ask you what your previous salary was, which may feel uncomfortable because you had a higher bracket in mind. If this is the case, make it clear what your salary needs are. However, the key question is around what you think your capabilities and skillsets are worth to the company you are looking to join. If you really do have something to bring to the company - and they can see that - you are in a stronger position to negotiate.
- Understand the figure you are prepared to work for but also what you really desire to work for and compare those figures with the going rate for the job. It's worth having a clear idea about this before you go into the interview room. Proving your abilities will determine your worth in the end.

QUESTIONS THAT CAN CATCH YOU OUT

- Some questions in interview situations are deliberately there to challenge you and make you "think on your feet"
- You may get asked "do you know anyone in the company?" This is usually to see anyone who could vouch for you or add value to your application.
- Sometimes unusual questions are asked to throw someone into a surprising challenge to see how they respond. For example, "if you could be an animal, what animal would you be and why?" or "How do you fit a Giraffe into a fridge?". Both of these questions have been used in real interviews to see how the interviewee responds creatively. The way the person chooses to answer and the content of that answer will reveal a lot about the kind of character they are.