

Interview Tips & Preparation

Preparation is key to a successful interview. Knowing a few basic principles can really help you come out of the interview room feeling confident and positive.

Make a good first impression

1. Make an effort - it is better to be overdressed rather than underdressed
2. Make sure to have a firm hand shake, with good eye contact and remember to smile and let your personality come across
3. Be positive at all times never be overly negative about previous experiences

Before the Interview

Find out who you are meeting with, this may give you an insight into the style of the interview e.g. HR based, technical or competency based. When your interview has been scheduled ask what format it will take or how long to allow for the interview as this will give you an idea of what to expect.

Know your CV

Practice going through your C.V. in chronological order. Give a brief overview of what your current employer does, products, customers, size etc, give your title and then go through your key responsibilities. Stick to this format for each work experience in order to give a comprehensive overview of your background.

Do your Research

Research common interview questions and give examples or scenarios to back up your answers. Make sure you've researched the company that you are interviewing with and what the role will they are hiring for will involve.

Be Honest

If you are asked a question that you cannot answer, don't bluff, be honest and explain that you have not covered that area previously but you would be happy to upskill where necessary. The interviewer is more likely to appreciate your honesty.

Ask Questions

Don't ask questions however just for the sake of it, ask questions that are relevant to the role or the company. Asking questions or clarifying points throughout the interview demonstrates your interest and understanding of the role.

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Sample Interview Questions

Openers

1. Tell me about yourself. What is your background?
2. What do you know about our company?
3. Why did you decide to seek a position with this company?

Work Experience/Job Performance

4. What are your achievements in your current role?
5. Why should we hire you? Why do you think you're the right person for this job?
6. Describe a typical day in your current role?
7. What unique qualities or abilities would you bring to this job? – Give Examples
8. What do you consider to be your greatest strengths and weaknesses?
9. Are you a team player? Describe a time when you worked on a team project.
10. How do you work under pressure? Give an example of how you dealt with it?
11. How do you react to criticism?
12. Why do you wish to leave your present role?
13. What motivates you?
14. How would your fellow workers describe you?

Education/Training/Future Goals

15. What would you hope to achieve in the first 12 months?
16. Where do you see yourself in five years?
17. What do you see as the next step in your career?
18. Why did you choose your college and course of study?
19. What other types of jobs or companies are you considering?

Company Research

20. Why have you applied for this particular position? Why do you want to work here?
21. What do you know about this job?
22. What salary are you expecting?

Personal

23. When are you available for work?
24. What do you do in your spare time?
25. How would you describe yourself?

Closures

26. Have you any questions for us?

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Questions you can ask

This is an opportunity for you to leave a lasting impression with the interviewer and we recommend that you make use of it.

1. What are the major priorities in the role?
2. What potential career paths might be open to me?
3. Is this a new position? If so why was it created? If not why was it vacated?
4. How will my performance be measured?
5. What changes would you like to see in the way this job is performed?
6. What is the organisational structure?
7. I am aware that you have just introduced a new product? Can you tell me more about it?
8. What projects do you have happening in the business currently?
9. Does this company have plans to expand in the near future?