

## JOB INTERVIEWS

Imagine you are an employer looking for a new team member. You are looking for someone with the right skills and **potential**. You want them to be enthusiastic and **willing** to learn, and to fit in with the existing team. You probably also want it to be a longer-term investment: recruitment is a time-consuming process, so clearly you don't want time-wasters!

So any applicants need to do their homework.

### **Before the interview:**

Research as much as you can about the company – their products, services, markets, competitors, and so on.

You may know a little about the company already but now it's time to **deepen** your analysis. It's **vital** to know as much as you can about what the job will involve.

Analyse the job description carefully and use your analysis to help plan for the questions you might get in the interview. Also, use your analysis to help prepare your own key messages – three or four things you want them to hear and remember about you.

For the job specification, the major points you will need to **assess** are:

1. The role: describe the role and make sure you understand what's involved.
2. Responsibilities: identify the key tasks and targets.
3. Working with others: where does the role sit within the team?
4. Skills and experience: identify what they're looking for. How does this compare with your CV and your application?

Try and assess the kind of person who works for them, the company culture and how you fit in with that. But be honest with yourself and with them.

So although you don't know exactly what they'll ask: say why you want the job, what your strengths are, how you would do the job, what your best achievements are (and make sure you can prove it!)

And, really, don't be tempted to tell lies: the truth will always come out.

### **First impressions:**

The first few minutes are critical as we all, rightly or wrongly, make **instant** decisions about people. Try to look calm, stand tall, **acknowledge** everyone in the room, and smile. Oh and make sure your phone's turned off before you go in.

### **During the interview:**

Three golden rules:

Listen carefully – make sure you understand the question and don't be afraid to ask them to repeat or rephrase it.

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Don't rush – pause before answering to order your thoughts. Perhaps take a sip of water to give yourself a moment to think.

Answer simply and keep to the point – don't talk more than you need to. Answer the question and then stop.

## **Towards the end:**

You'll typically be asked if you have any questions. Make sure you have at least one prepared.

Close the interview positively, with a sense that you've done well.

So, how can you appear as a confident candidate who's likely to succeed?

- Use a firm clear voice
- Make eye contact with the interviewer, or interviewers
- Have an open body **posture**
- Use clear, simple language
- And keep to the point

Then, job done: thank them, smile, shake hands and leave with a **spring in your step**.

Good luck!