

KEY

personnel

HOW TO BE AN INTERVIEW SUCCESS

The short time you spend at a job interview could have a dramatic effect on your career prospects, it is therefore important that you perform well no matter how good your career record is to date. The employment interview remains an important step towards fulfilment of your ambitions.

PREPARATION

Preparation is the first essential step towards a successful interview. You should always have the following information to hand before attending an interview:

1. The exact place and time of the interview. If in doubt about the location of a company, do a trial run.
2. The interviewer's full name (together with the correct pronunciation) and their job title.
3. A job description listing the main duties, together with a brief indication as to experience and personal qualities required for the role.
4. Your own research about the company. This could include:
 - What its products and services are
 - What its ethos/mission statement is
 - Other branches/company size/number of employees
 - Recent news stories about the company
5. A list of questions you wish to ask - remember that an interview is a "two-way street"; companies will expect you to ask some good questions about the company, the role, the culture etc. If you feel under pressure or are worried about remembering questions, write them down and take them in a folder to the interview.

Probing questions start with '**Who, Why, Where, When, What and How**'. Questions can be as in-depth or as light-hearted as you wish, however, make sure that they are intelligent questions. You may wish to ask:

- What is the exact description of the position? Who would I be responsible to?
- Why is the position available?
- What induction or training programmes do you provide?
- What are the future prospects within the company?
- What opportunities are there for personal growth?
- Why do people like working here?

THE INTERVIEW ITSELF

Presentation: Remember to always wear a smart business suit for interviews. Ladies should ensure skirts are a reasonable length if worn. Gentlemen should always wear a business tie, avoiding any gimmick or cartoon patterns. Shoes should be smart and polished – avoid wearing sandals or trainers.

Attitude: A positive, enthusiastic and mature approach is always best. You are being interviewed because the interviewer wants to recruit someone – not because they want to trip you up or test you. Through the interaction which will take place during the interview, they will be searching out your strong and weak points, evaluating your skills and intellectual qualities, and probing more deeply to determine your attitude, aptitude, stability, motivation and maturity.

Some "Do's and Don'ts" concerning the interview:

1. **DO** plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
2. If presented with an application form, **DO** fill it out neatly and completely. If you take a CV to the interview, make sure it is neat and unfolded.
3. **DO** greet the interviewer by shaking hands and introducing yourself.
4. **DO** wait until you are offered a chair before sitting.
5. **DO** sit upright in your chair and **DON'T** slouch or fidget.
6. **DO** be a good listener as well as a good talker. Look the interviewer in the eye.

7. **DO** be prepared to answer typical questions like:
 - What kind of job are you looking for?
 - What are your strengths/weaknesses?
 - What do you know about our company?
 - Why did you choose your particular vocation?
 - What are your qualifications?
8. **DON'T** enquire about SALARY, HOLIDAYS, BONUSSES, RETIREMENT, etc on the initial interview.
9. **DO** always conduct yourself as if you are determined to get the job you are discussing. Never close the door on an opportunity. It is better to be in the position where you can choose from a number of jobs, rather than only one.

Other Questions to be Prepared For:

1. What do you really want to do in life?
2. Why would you like to work for our organisation?
3. What do you know about our organisation?
4. What do you want to be doing in your career two years from now?
5. What was the size of your last salary review?
6. What interests you about our product or service?
7. Can we get references from previous employers?
8. What have you learned from some of the jobs you have held? Which did you enjoy the most?
9. What is your major weakness? What is your major strength?
10. Have you ever had to perform under pressure (give an example)
11. What do you think determines a person's progression in a good company?
12. How do you spend your spare time? What are your hobbies?
13. What does teamwork mean to you?
14. What type of books do you read?
15. Why did you choose this particular position? I.e. type of company, hours, area, opportunity, stability etc.

CLOSING THE INTERVIEW

1. If you are interested in the position, indicate that you are by politely asking when they will be second interviewing.
2. Don't be too discouraged if no definite offer is made or specific salary discussed.
3. If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show.

An experienced interviewer may seem to discourage you in order to test your reaction.

4. Remember to thank the interviewer for his/her time