



Advice and Tips for Interviews

An interview is usually the one opportunity you get to show a prospective employer how good you are at your job and it gives you the chance to demonstrate your ability to succeed at the new role.

Most people feel nervous about interviews, it is natural. The key to a successful interview is all in the preparation. Allow yourself the time to prepare properly.

The day before your interview:

- Prepare some directions so you know where you are going
- Research the company and view the company website
- Re-read your CV
- Make a list of questions you want to ask in the interview
- Memorise your strengths, weaknesses, and abilities
- Practice the sample questions listed below
- Get a good nights' sleep

The day of your interview:

- Dress accordingly, usual etiquette is to wear something smart and appropriate, typical to the role you are applying for. First impressions are so important and difficult to change once they have been made, rightly or wrongly.
- Set off in plenty of time especially if traffic may be busy or you have never been to the location before.
- Arrive in good time for your interview, ideally about 15 minutes in advance.
- Ensure you take with you your directions and details of who to ask for when you get there
- It is advised you take 3 copies of your CV (in case it has been mislaid)
- Take with you the questions you want to ask, the role has to fit with your expectations. Below are some questions that you may want to ask.
 - What is the reason for the role becoming vacant?
 - How long did the last person doing this role work for you?
 - What do you consider the most difficult part of the role to be?
 - How do you measure success of the person in this role?
 - What would be the immediate areas you would expect me to deal with should I be successful?
 - Is there opportunity for overtime?
 - What are the salary and package details?
 - How would the bonus / commission structure work?
 - How soon would you want someone to start?
 - What are the plans of the company for the next 5 years?

During the interview:

- If offered a drink, ask for water – it will help if you get a dry throat
- Sit up straight – first impressions count



- Smile & make eye contact, let them see your personality
- Ask if they would like another copy of your CV – you will look organised & it can then be referred to throughout the interview
- If you do not know the answer to a question, say so – do not make it up
- Try not to repeat yourself when responding to questions and get the balance right between being too concise and long winded
- Only ask questions relevant to the role & company
- Be professional at all times
- If you are still very interested in the position make the interviewers aware that you are very interested in the role and what it is you like about it before the end of the interview.
- Shake hands reasonably firmly at the beginning and end of the interview

Sample Interview Questions:

We have listed below a few sample questions which you may get asked at your interview. Use this as an exercise in building your confidence by having somebody ask you them at random so that you can start preparing your answers.

Many interviewers will start the interview by asking you to tell them a little about your life out of work, including your hobbies and interests. Be prepared for this question as it requires a little preparation to give a reasonable response. You can discuss your family, recent holidays and highlights, sporting occasions and hobbies or interests.

Three to five minutes on this subject will feel a long time if you are unprepared. Try to avoid work when replying to this question.

Other questions may include:

- How do you contribute in your current role?
- What are your strengths and weaknesses?
- Briefly describe the key tasks in your working day.
- How do you organise your workload?
- Are you competitive?
- How long do you think it would be before you make a contribution to the team?
- What can you bring to the role?
- How would you handle a customer complaint?
- Do you prefer to work alone or as part of a team?
- What motivates you?
- How do you handle criticism?
- Give me an example of when you worked under your own initiative?
- How do you handle conflict in the workplace?
- Do you have any concerns about the role?
- What do you know about our company?
- What has been your biggest success?
- Give me an example of a time when you gave outstanding customer service.
- Why do you want to leave your current job?
- How long have you been looking for a new job?
- How do you perform under pressure?
- What would be your ideal job?
- How would you describe yourself?
- What is your current salary package including benefits?

