



Recruiting for excellence

Key Interview Tips

Be sure you know what you want from your next career move.

Ensure you are ready for exciting but also challenging times. Feedback from interviews can be swift but can also take time.

Understand the job description/person specification and benefits. Make sure you get copies.

Research the company website and print out the information. Your consultant will also advise you on how to obtain sources of information. Try to obtain information on key aspects such as company products and/or services, number of employees in department, annual turnover, organisational awards such as Investors In People (IIP)

Re-read your CV. Think of questions the interviewer is likely to ask you and areas of your experiences you want to emphasise to the interviewer.

Find out the structure of the interview process (Assessments 1st, 2nd and/or panel interviews)

Make sure you know the location and directions of where your interview is being held.

Be early!

Dress to impress. First impressions are the ones that count. Look ready for the job!

Take your CV and other relevant documents (recent certificates or qualifications)

Never criticise your current or previous employers/colleagues.

Ask questions - Interviewers are keen to see if you have researched the company as this shows committed interest to the process.

Be honest, be positive, be yourself and do your best.