

PREPARING FOR YOUR BIG INTERVIEW

Interviews

Once your CV and covering letter has been sent to a company, follow this up with a phone call two to three days later to see if the company will invite you in for an interview. The interview is a two-way process. The employer is trying to assess whether you are right for the role and the company. You are assessing whether this role and this company is right for you.

Before the Interview

Make sure you have clear directions and a map. Arrive 10 minutes early.

Research the role. If possible, obtain a job specification.

Research the company and who will be interviewing you.

Think about new launches, brands, ethical issues and projects that the company is involved in.

Think about what questions might be asked, and prepare your answers.

Read through your CV and think about how your experience is relevant to the role. Take a copy with you.

Prepare some questions to ask the interviewer.

Things to remember:

- Don't go out the night before
- Switch off your phone
- Don't drink or smoke before the interview
- Dress appropriately

At the Interview

Smile and be friendly to everyone you meet, especially to the receptionist.

The interviewer will make up their mind within the first 7 seconds of meeting you.

Shake hands firmly, smile, maintain eye contact and don't fidget.

Put bags and jackets carefully to one side.

The interview could be one-to-one or with a panel. If you are interviewed by a panel then maintain eye contact and address your replies to everyone.

Don't waffle, remain focused and answer the questions.

Close the interview; if you want the job, tell the interviewer that you are very interested and ask when you can expect to hear from them.

After the Interview

Be polite to other staff on your way out.

Don't brood on things that didn't go to plan. Make a note of things - e.g. questions that you found difficult - to help with your preparation for future interviews. Call someone to talk through the interview.

Job Offer

If you are offered the job, but do not want to accept, be honest with the company. Explain why you are unable to accept the offer.

- Never make up excuses not to take the job.
- Never accept the job without being 100% sure.
- If you are unsure about what to do, ring your Placement Broker.