



Interview Techniques

Once you have secured an interview, there are a number of steps you can take to ensure, as far as possible, that the interview is a success.

Pre-Interview

Before attending an interview, preparation is paramount.

1. Research via the company website, social media channels, and recent news
2. Prepare thoughtful questions about their culture, team, and goals
3. Practice behavioural questions using the STAR method
4. Confirm logistics and test tech for virtual interviews
5. Research interviewers via LinkedIn or the company website
6. Dress appropriately for the company culture
7. Avoid strong scents before the interview

The Start of the Interview

Attitude is important. Even if you have reservations about attending, be positive. The position may turn out to be exactly what you want. You can always turn down a position, but you cannot retrieve an interview if you fail to give the best of yourself.

- Be punctual, polite, and professionally dressed
- Confident handshake or verbal greeting (virtual-friendly)
- Maintain a positive and open-minded attitude

The Interview

Never sit back and expect your experience / qualifications alone to secure employment. Personality is, at least, as important. Be positive, confident, honest and open. It is vital to enjoy the interview as much as possible. If you do, the chance is that the interviewer will too and you will stand a better chance of getting the job, having built up a good rapport.

Remember to be confident about the experience you have gained, but don't attempt to make out that you have more experience than you really have.

Know your CV and be prepared to answer questions about your current and previous employers as well as about you as an individual. Prepare to answer commonly asked questions such as:

- What do you know about the company?
- What value can you bring?
- Why are you looking for a new position? (Do not be too negative about your current employer)
- What are your strengths and weaknesses? (Never answer none)
- Why do you want this position? (Really think about it)

Avoid the temptation to ramble and if you don't understand the question ask the Interviewer either rephrase or repeat the question. If asked a question you don't know the answer to say so.



Be aware of your own body language. Sit up straight (leaning forward implies interest), smile and use eye contact with all interviewers. Project enthusiasm throughout and 'smile'.

Asking Questions

Prepare your questions well in advance, ensuring they are positive, relevant and knowledgeable. Use this time to impress with your preparation and clear up any questions you have.

If you are not sure about any parts of the job or about the company – ASK.

- What will my responsibilities be?
- How has the position become vacant?
- How will you assess my performance?
- How does the role fit into the structure of the department?
- How does the department fit into the organisation as a whole?
- What are the team dynamics?
- Who will I report to and are there persons reporting to me?
- Where does my line manager fit into the structure?
- What encouragement is given to undertake further training?
- Who are your customers?
- Where is the company going? Expansion Plans?
- Where is the specific location of the position?
- What is the next step?

Do not ask about the salary, benefits or holidays. If you are asked what salary you are looking for, never give a range, as they are likely to offer you the lowest end – your consultant will advise.

At the End of the Interview

Avoid negativity or confrontational comments. If you are asked whether you are interested in the position - unless you are very definitely NOT - always answer yes.

Try to impress on the interviewer that you have enjoyed the meeting and are interested in taking things further.

Thank the interviewer for their time and offer a polite farewell.

Additional Advice

Do not criticise your current, previous employers or appear unnecessarily confrontational.

It is imperative that you prepare questions for your Interviewer it shows you have truly thought about the role and the company.

By all means ask around to find out more about a company but be prepared to make your own mind up, do not turn down opportunities on hearsay, find out for yourself. Consider all the opportunities, get more information, and weigh up all the pros and cons and think of the long-term career goal.