



## **INTERVIEW TIPS**

Interviews are a two way process, as well as selling yourself; you must also ensure you 'interview' the company to satisfy your own criteria.

- 1) Have a list of questions with you from the research you have already done.
- 2) Arrive ten minutes early.
- 3) Good firm handshake.
- 4) Maintain good eye contact.
- 5) Qualify the interview and decision making process.
- 6) Take control of the meeting by outlining the agenda.
- 7) Find out early on what sort of person they are looking for and sell yourself against these points.
- 8) Listen carefully and answer the questions asked, rather than the questions you want to be asked.
- 9) Always back up what you say with fact e.g. copy figures, earning etc.
- 10) Prepare more than one answer for 'strengths and weaknesses' questions.
- 11) Ask if they have any reservations and ensure that you overcome these.
- 12) Ask for a 2<sup>nd</sup> Interview, or the job.
- 13) Always say "thank you" for their time at the end of the interview.