

aboutyourecruitment

How can I make a good 'first impression'?

Unfortunately your appearance can affect the interviewer's opinion of your ability or suitability for the job. Take care to make that crucial first impression a good one. Here are a few things to remember.

- be smart, clean and well groomed
- unless advised otherwise wear business attire i.e. dark business suit/shirt, blouse
- limit make up, perfume/aftershave and jewellery (this will only distract the interviewer)
- wear something different to the 2nd interview.

Things to take

- copy of curriculum vitae
- any references/referrals
- examination certificates
- take just one bag or briefcase, otherwise you'll look cluttered and disorganised

Getting to the interview

- make sure you take clear travel directions
- allow plenty of travelling time to take account of unexpected delays
- becoming flustered by having to rush and arriving late creates a bad impression. It's much better to arrive early.

What should I do in the interview?

- remember the interviewer is often as nervous as you are, doing the following things will help boost your confidence

- when you meet your interviewer confidently shake their hand
- stay calm, don't fidget or twiddle your thumbs
- be polite
- never eat or smoke during an interview accepting a drink is fine
- be yourself, be honest
- show a real interest in the job
- don't answer a question you don't understand, ask for clarification first
- speak clearly using positive words such as enjoy, enthusiastic
- maintain some direct eye contact with your interviewer and smile, this shows confidence

Preparing some answers to common interview questions

- what do you know about our company?
- what qualification or experience do you have that would make you a success in this company?
- what job in your company do you want to work toward?
- what jobs have you enjoyed the most? the least? why?
- what are your own special abilities?
- what have you done that shows initiative?
- where can you see yourself in five years time?
- what are your strengths? try and think of 3-4 prior to entering the interview
- what are your weaknesses?
- why are you seeking new employment?
- what attracted you to this organisation?
- what is important to you in your job?

- how would you describe yourself?
- what can you offer us?

Questions to ask the interviewer

Usually the interviewer will ask if you have any questions. They may have covered all the information you feel necessary but here are some you may like to ask:

- who I will report to?
- who will I be working with?
- what training opportunities are here?
- what training opportunities are there?
- what promotional prospects are there?
- why has the job become available?

Leaving the interview

You want them to remember you positively so:

- smile and thank them for seeing you
- tell them how you look forward to seeing them again and
- shake hands (firmly!)
- tell them how much you enjoyed discussing the job with them.

After the interview

Tell 'about you recruitment' what you thought about the interview as soon as possible.

Getting a decision

If you're offered the job – great! We'll make all the necessary arrangements. If you didn't get the job don't give up. Put it down to experience and bear in mind that this interview was a valuable exercise in itself.

By reaching the interview stage you have already convinced the interviewer on paper, that you are capable of doing the job. The interview is your opportunity to convince them you're the best person for the job. It isn't a 'test'. It enables the interviewer to see if you possess the necessary skills and knowledge for the job and of course will enable you to find out whether the company and the job are right for you.

How important is preparation?

Preparation is very important. By showing the interviewer you have taken the time to prepare and find out information you will demonstrate your desire to do well, your ability to plan, to organise and to think ahead.

What should I find out about the company?

Before the interview find out as much background information about the company as possible. This will help you decide if they're the kind of company you'd like to work for, for instance:

- what is their business/product/service?
- how many employees do they have?
- are they part of a large group, do they own other companies?
- what is their company mission/philosophy/turnover/profits?

When your interview has been arranged through 'about you recruitment' then your consultant will be able to answer these questions. If you have organised the interview yourself then contact the company direct.