

Interview Tips: Things to Consider

Interviews can seem daunting, but remember, the reason you're being interviewed is because the employer has seen you have the skills for the role – they now need to understand how you will fit in with their culture and be convinced that you really want to work with them.

Before you even think about the kind of questions you may be asked, remember the golden rules:

Do Your Research

Before you even go for the interview, at the very least look at the Company's website and find out as much about them, what they do and their organisational culture as possible.

Be Early

Give yourself enough time to find the location, park and prepare yourself

Dress Smartly

Regardless of what the role is, make an effort and prove this is important to you. It's far better to be overdressed than look scruffy

Be Polite

From the moment you walk into Reception, be polite, courteous and friendly. Shake hands with the interviewer before leaving

Make Eye Contact

When answering questions, make sure you make eye contact with each interviewer to show your sincerity, but don't stare them out!

Before the interview, it may help to consider the kind of questions you'll be asked. Whilst it's impossible to predict exactly what you'll be asked, it's worth thinking about some general ideas that will help you think on the spot and answer any questions that arise.

Think About:

- Why you want this job
- What qualities are needed to do the job
- What you can contribute to the role and the company
- Why you want to work for this company

Answer all questions **honestly, positively** and **constructively**. Giving negative answers will reflect on your attitude and may raise questions on your ability to fit into a team.

Answer all questions **directly**. Don't waffle!

Use **examples** to support your answers. For example, if you're asked whether you've successfully worked as part of a team, don't just say yes, tell the interviewer **where, when, why** and **how** it was successful.

It's always worth remembering that **preparation** is almost as important as your performance on the day. In fact, good preparation will make sure you are ready and able to perform on the day...

This is only a brief guide to get you thinking. If you are going for an interview through Swann Recruitment, we will help support you and provide advice in preparation.

A final point to remember – the interviewer may feel just as nervous as you...

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