

## At the interview

**A Couple of last minute checks before your interview.** A couple of days beforehand drive to their offices if you can, ideally at the same time of day as you will be attending your interview, firstly to avoid getting lost on the day and secondly to gain an accurate estimate of your journey time. It seems a very obvious thing to say but, two days before double check your appearance and check your interview outfit - does it need cleaning? etc., if you know you look good, you will feel more confident.

**The interview:** On the day leave yourself plenty of time, try and borrow a mobile phone if you don't have your own (just in case you get stuck in traffic, you can phone ahead and warn your interviewer, oh and remember to take the number with you!). Arrive no more than ten minutes early and no less than five minutes early, even if this means walking around the block three times first. If possible if it is in the middle of winter and you have travelled by car leave bulky coats in the car and make a dash for the entrance, as you don't want to be juggling arms full of possessions and trying to shake hands at the same time!

**Once you get into the interview room** wait to be shown to a seat, try and look relaxed but always sit upright, not stiffly but lean forward slightly as this shows a keen interest in what your interviewer is saying. Above all the most important thing to do throughout the interview is to LISTEN and REACT to the both what the interviewer is saying and their own body language. Yes you want to show your presentation, but if your interviewer is starting to loose interest and looking at their watch, it is time to bring it to a close. Do not try to take over, let the interviewer take the lead, you won't do yourself any favours.

**It's important to remember** that the interviewer is probably seeing at least five further candidates, so their time may be restricted, keep in mind that very often they have to 'fit' interviewing around their regular work load. Interviewing can also be tiring and sometimes a little monotonous, the best way to be remembered is to be clear, concise and positive (on no account be negative about anything, and I mean anything).



**It is also useful to take a note pad and pen** to your interview, don't write notes incessantly as this can be rather off putting, just keep it in your bag or briefcase until you feel you need it - i.e. when your interviewer starts to tell you more about the role perhaps, or when you are asking questions. Don't be nervous remember that you are also interviewing the company, do you want to work there, however, remember that at first interview it is a preliminary meeting of minds, do you share a common philosophy? Obviously hours, salary, benefits etc. are important, but this is something to tackle at second interview when you have convinced your prospective employer you are the one for them!

**At the end of the interview** confirm your interest in the role and thank your interviewer for their time.

### **After the interview**

When you get home run through the interview in your mind, look at any notes you made, the answers you received to any questions and jot them down. You can then refer back to these when you get your second interview! Phone your recruitment consultant as soon as possible to discuss your feedback and decide upon the next step.