

Interview Advice

Interviews are conducted in various formats, you will usually be advised before hand which style of interview to prepare for. Typically, you will be expected to meet with the Hiring Manager and/or a member of the Human Resources Department.

- 'Preparation is everything' – this is your chance to show that you are the best person for the job, but you must be prepared.
 - Read the job description thoroughly and think of examples that reflect your skills and expertise.
 - Research the company; their size, what products/service they provide, corporate image etc.
 - Look at their website and search the Internet for any recent press coverage.
 - Always dress smartly (unless you are specifically told not to) even if the company is relatively informal.
 - Shake the interviewer's hand firmly, make eye contact and smile where appropriate.
 - You might be questioned on your skills/achievements relevant to the job, why you are interested in the job and the company, why you left your last company, your strengths and weaknesses (when choosing a weakness demonstrate how you have tried to overcome it) and your long-term career plans.
 - Relax and be yourself. The interview is also an opportunity for you to find out more about the Company and whether or not you would like to work for them.
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- Here are examples of questions that you may be asked:-
 - How much do you know about this role?
 - What appeals to you about the role?
 - What skills and experience can you bring to our organization?
 - What is your opinion of our company?
 - How would you describe yourself?
 - How would your superiors describe you?
 - How would your colleagues describe you?
 - Do you prefer to work in a team or as an individual?
 - How do you cope with pressure?
 - Tell me how you have overcome a difficult situation?
 - What do you think is a good/bad characteristic in an individual in a workplace?
 - What has been your biggest achievement to date?
 - What are your short term/long term aspirations?
 - What motivates you?
 - Tell me one strength you consider you have to offer a future employer?
 - Tell me one weakness about you perceived by friends or colleagues?

- What hobbies or interests do you have outside of work?
 - Are you interested in this role?
 - Why do you think you should be offered this role?
 - Are you considering other jobs at present?
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- Do not interrupt the interviewer and answer questions clearly, honestly and to the point.
 - Think of possible questions to ask as it shows that you are organised and interested in the job, such as whether there will be a second round of interviews.

At the end of the interview thank the person for their time and that you are interested in the role you have just interviewed for.