



Interview Advice

Forewarned is forearmed!

Your consultant will have provided lots of information prior to your interview, such as job spec, hours, work location, duties, salary, benefits, who you are meeting and what their role is; we might even be able to provide feedback from other interviewees, to give you some idea of what to expect. If there is anything you feel we have not covered please do not hesitate to ask.

Fail to prepare, prepare to fail!

Such a cliché, but so true... find out as much as possible about the company before you arrive. You will feel far more confident and it never fails to impress. Don't just Google their website, try to find articles relating to them, and check LinkedIn for information on the people who will be interviewing you... but be careful, there's a fine line between research and stalking!

Dress to impress

Talk to us about dress code, but, nine times out of ten you should wear a suit or smart business attire. Don't worry if the office is less formal when you get there – it's better to be overdressed than underdressed. Also advisable not to turn up with a takeaway coffee in hand, or sunglasses on your head!

Timekeeping

Arrive early enough to allow for travel disruptions or problems finding the address - even if it means waiting outside for 10 minutes. If you are running late, call us and we can advise the client. If an unavoidable change of plan occurs, please inform us as early as possible – so this can be relayed to the client, however, please do be aware rearranging appointments can be detrimental to your prospects.

Mobile phones

Ensure your mobile phone is on silent or switched off, and not sitting on the table during the interview.

Breathe and smile

Nerves are totally normal, take a few deep breaths to calm yourself if necessary. Ask for some water if you need it – it can be a good prop if you need to buy some time to answer questions. Chemistry is everything, smile, engage, make eye contact and greet your interviewer with confidence – this will all go a long way.

Ask questions

An interview is a two-way process, so you need to ask questions, as much as be asked. This shows you are interested and engaged, and will allow you to glean as much information as possible. Perhaps leave questions about holiday allowance and pay for your consultant to deal with unless prompted. Don't ask questions that could have easily been found online, it will make you look lazy. Instead, ask things that won't be in the public domain such as:

- How long was the last person in this role, and why are they leaving?
- Is there any scope for development, or will there be opportunities for training?

Practice makes perfect.

Check some interview questions online, and maybe ask a friend to rehearse a mock interview with you. You might feel a bit silly doing it, but it is a really good way to prepare. Interviews can be nerve-wracking, but we can advise on interview techniques and even put you in touch with people to help. Equally important is to prepare some evidence of difficult past work situations that you have responded well to or learned from.

Finish on a good note.

Remember to smile, shake hands, thank the interviewer for their time, and say that you look forward to hearing from them via Joyce Guinness.

Feedback

Give us a call straight after your interview and let us know how it is – clients often get in touch straight away, and you look very efficient if you have already called in and let us know how it went. If you are not successful with an interview, don't be afraid to ask us why. Most of the time (but not always) we can ask clients for feedback, and you can put this to good use in future interviews.

And finally don't forget the interview is not only about the potential employer vetting you, it's also your opportunity to make sure the role and company are the right for you.

Most of all **GOOD LUCK** – we are here for any pre-interview concerns or questions.