



Attending Interviews – A Brief Guide

- 1) **Do your research!** Find out as much as you can about the Company, its products and the way it operates via their website and any literature you are given
- 2) **Compile some questions** so that you come across as motivated and interested, and to show you have done some in-depth research. It will also prepare you for the usual 'do you have any questions for us?' section at the end of the interview
- 3) **List the skills, experience, knowledge and personal attributes** that are called for in the Job Description and match them against examples of your own work experience that will best demonstrate the qualities the Company are looking for. **Be prepared to cite specific examples**
- 4) **Take samples of your work**, documentary evidence etc - if appropriate - that prove your claims.
- 5) **Anticipate the likely generic questions** and prepare accordingly eg:
 - Your key strengths
 - Your biggest weaknesses (be positive! eg perfectionist etc)
 - How you would describe your management style
 - How a direct report would describe you
 - Career achievement you are most proud of
 - Where you see yourself in 5 years time etc
- 6) **Be enthusiastic!** Speak with enthusiasm about the Company, the role, the opportunity
- 7) **Dress smartly!** Nothing casual, revealing or excessive!
- 8) **Use positive and relaxed body language.** Maintain good eye contact, keep your shoulders down, sit back in your chair and don't slouch!
- 9) **Above all, be yourself** - otherwise your behaviour will come across as false

Good Luck!