

### **Interview Hints & Tips.**

CONGRATULATIONS. Getting invited for an interview means you've passed the first stage - your CV must have made a good impression with the company and now you need to prepare yourself for the interview itself to make sure **you** make the best impression possible.

Outlined below are some useful pointers that will help you prepare for your interview arranged by Barker Munro.

#### **Research:**

- **The Company** - you should aim to know the companies history, what services they provide, are they part of a larger organisation, have they been subject to any recent acquisitions or mergers, and are they award winners in their field. Use the internet/ company website along with any company brochures that you can obtain, to research the company. Also take a look at [newsnow.co.uk](http://newsnow.co.uk) via the Barker Munro website under the 'useful links' button for further information that may be available.
- **The Interviewer** – Finding out as much as possible about the person interviewing you is also a good thing. Your recruitment consultant can give you a low down on the person, but you may want to research them on the internet. In this age of social media, sites such as [linkedin.com](http://linkedin.com) are excellent for finding people you may be meeting at interview and will give you a good insight about their own CV/history.
- **The Interview** - you need to know the date, time and specific location of the interview and also to know how many people will be interviewing you and what their positions in the company are. Also find out how long the interview is likely to last, and if there will be any skills testing. This information will be provided by Barker Munro, however, if you are still unsure or have a query over any of the information provided, please do not hesitate to speak to your consultant.
- **The job** - make sure you have studied the Job Specification closely and that you have a good understanding of the role, and how it fits into the organisation.

#### **Plan your journey:**

- Consider travelling to the company the day before the interview to check how long the journey will take, allowing for any rush hour traffic. Take a look at [googlemaps.co.uk](http://googlemaps.co.uk) via the 'useful links' button on the Barker Munro website.
- Make sure you have adequate directions, information on public transport routes and timetables, and parking information if you are driving.
- If you have a disability, let either the employer or Barker Munro know so that any special arrangements (for example, arrangements for you to get into the building) can be made.

#### **Creating the right image:**

- Ensure your shoes are polished, and you have a neat, clean and tidy appearance. A good rule to remember is that an interview is not normally the place for extreme fashion statements!
- Aim to arrive for the interview between 5 and 10 minutes early. Introduce yourself in a calm and friendly manner to the receptionist or whoever greets you, and if possible make a small amount of polite chat with them whilst you wait.
- Accept that it is natural to be nervous, and that you may have a fast heartbeat, a shaky voice or butterflies in your stomach. These are your bodys natural ways of meeting a challenge, and in small doses, can help you. Practice deep, slow breathing before you go into the interview. This will slow down your heart rate and help calm you down.
- Finally, you can ask your Barker Munro consultant what the acceptable dress code is within the company and any further suggestions.

#### **Questions you may be asked by the interviewer:**

- Why do you want this job?
- What qualities do you think will be required for this job?
- What can you contribute?

- Tell me about yourself
- Why do you want to work for this company?
- What do you know about this company?
- What can we (the new company) offer that your previous company cannot offer you?
- Why should we employ you?
- What are your strengths and weaknesses?
- How ambitious are you? Would you compete for my job?
- What do you like and dislike about the job we are discussing?
- What do you think of your current employer/company?
- Why did you join your previous company?
- Why are you leaving now?
- What are you looking for in a new job?
- How do you handle conflict?
- Do you enjoy working in a team environment?
- Are you considering any other job offers currently?

**Questions you may want to ask the interviewer:**

- Can you describe a typical day in this role?
- What are the other people in the department like?
- How would their roles impact on mine?
- What would my core responsibilities be?
- What training or induction is given?
- What plans do you have for expansion?
- Do you have personal development programmes in place for employees?
- Is there the chance to take any professional qualifications?
- Does the company support these?
- What is the companies culture?
- What would you expect me to accomplish in this job?
- What is the staff retention rate in this division?
- How is the department perceived in the organisation?

Finally, **GOOD LUCK** and **ENJOY** the interview.....