

Interview performance is often the deciding factor when deciding between candidates for a job. This makes the face-to-face meeting a critical part of the recruitment process and you will need to impress from the start. Remember, at least 50% of the interview process is going to be about you as a person, rather than just the skills and experience that you have to offer.

Research, research, research!

Find out as much information as possible about your prospective employer in advance. Almost all companies have websites which are packed with information about their business. Familiarise yourself with mission statements, current news feeds and get a really good feel for what they actually do. Be aware that you may be asked 'do you know much about our company' during the interview and you might compromise your chances if you haven't done any research.

There are so many ways now of gaining information about a company that it's almost inexcusable to say that 'you have not been able to find anything out' about them and you could risk presenting yourself as lazy or not bothered. Your Recruitment Consultant at Plus One Personnel will have in-depth information about the job role and company that you are applying to and will be more than happy to provide you with this before your interview.

Interview tips

- *Greet your interviewer standing, with a firm handshake (don't break their wrist here - it's not a competition) and a smile! Good body language is vital. Sit up straight with both feet on the floor and speak clearly and confidently. Try to maintain a comfortable level of eye contact throughout the meeting – no far away staring out of the window or repeated checking of your watch.*
- *A standard interview will generally start with an introductory chat, moving on to questions specific to your application and experience which will be drawn from your CV and/or covering letter. General information about the company and role may follow, finishing with an opportunity for you to ask your own questions, which you should have prepared (more on this later).*
- *Be familiar with your CV and be prepared to answer questions from it – memorise dates and get your facts right. Similarly, ensure you have read any job description thoroughly and think of ways in which your experience will benefit your potential employer.*
- *Listen to what is being asked of you by the interviewer. Think about your answers to more difficult questions and do try not give irrelevant detail or disappear off on tangents. Give positive examples from your experience to date but be concise. Avoid one word answers as these will do nothing to build rapport with your interviewer. If you don't know the answer to a question, ask to have a think about your answer, or to come back with a response later in the interview. Prepare yourself in advance for common interview questions.*
- *Be ready to ask questions that you have prepared beforehand. This can demonstrate that you have given thought to the role and done your homework on the organisation. Make sure that you have some questions about the job role and/or company. By the end of the meeting you should know everything about the role and what is on offer so that you can make a clear decision as to whether this is the job for you.*
- *Ensure that your questions are 'open questions', again encouraging the interviewer to provide you with additional information. Examples of 'open' questions could be;*

“What plans do you have to grow the company?”

“What career opportunities might be available to me if I prove myself?” “When are you looking to make a decision?”

“How many people have you met with for this position?”

- *Show your enthusiasm for the role, even if you have some reservations. These can be discussed at a later stage or perhaps examined further in a second interview.*