

Interview Preparation

So you've landed yourself an interview—congratulations! Interviews can be a daunting experience but don't worry, we have everything you need to prepare yourself so that you are sure to make a good and lasting impression to your future employer.

Quick fire tips

- Do your research
- Plan your route
- Dress to impress
- Be confident and use open body language
- Always clarify anything you don't understand
- Ask questions
- And don't forget to smile!

Don't forget to thank the employer for their time!

Smile and say you enjoyed discussing the job and you look forward to hearing from them soon.

DO YOUR HOMEWORK

Find out as much as you can about the company and the position they are offering.

Their website is always a good place to start, but don't forget to browse their social media pages and see if you can find any past projects, publications or press releases.

See if you can get some inside information from your recruiter—they will have built their own rapport with the employer and should be able to give you insight on the environment and company values.

As well as preparing some answers to questions they may ask you, prepare a handful of questions to ask *them*.

BODY LANGUAGE

Always look your interviewer(s) in the eye and don't be afraid to smile when it's appropriate.

If more than one person is interviewing you, always look and address the person asking the question, but glance at and acknowledge others when you give your answers.

Adopt a good posture and open body language. Don't cross your arms, fidget or tap your feet, as this can be distracting to both you and the interviewer.

MAKE A GOOD IMPRESSION

Plan your route to the interview location and allow yourself plenty of time to arrive.

Find out which entrance to use and whom you need to ask for when you get there.

Get a good night's sleep so that you look as fresh and relaxed as possible.

Look smart and professional—they say dress for your job you want, so make sure you are looking the part.

On the day, make sure you're up to date with the traffic & weather, so you can factor in any complications to your journey.

Bring a copy of your CV with you; even the most efficient companies could mislay or forget to bring it to the interview.

SOUNDING POSITIVE

Don't use monosyllabic answers such as 'yes' or 'no', expand as much as you can.

Never answer a question you don't understand—ask for clarification on anything you aren't sure about.

Be outgoing but be careful that you don't interrupt the interviewer.

Don't use tentative language. Phrases such as 'I feel I could...', 'I think I can...', 'perhaps I would...' dilute the strength of your case.

GOOD LUCK and don't forget to give us a call when you leave the interview

Global House, 1 Ashley Centre, Epsom, Surrey, KT18 5AD

www.carlton-recruitment.com | connect@carlton-recruitment.com | 01372 253 350