

ProTalent's INTERVIEW GUIDE

DO YOUR HOMEWORK

Virtually all jobs involve a face-to-face interview, so research your potential new employer beforehand. Try to anticipate likely questions - and look at the company's website to find out all you can about them. Prepare to ask your interviewers questions too; it shows you're intelligent, interested and on the ball.

FIRST IMPRESSIONS COUNT

First impressions are vitally important - the way you greet your interview will leave an impression so make sure it is warm, friendly and professional. First impressions also include your appearance - even if the employer has a relaxed dress code, you must make sure you are smartly dressed - it'll show how much importance you place on the company and the position on offer.

DO NOT BE LATE

Arrive 15 minutes early so you can relax, check your appearance and read any notes you may have. Check through corporate literature on display, and even chat to the receptionist - both can be vital sources of company information.

WHO ARE YOU MEETING?

Make sure you know the interviewer's name and position in the company. Have you looked at their LinkedIn profile? Perhaps they have a profile on the company website too. On meeting your interviewer, greet them by name, make good eye contact and deliver a firm handshake - it all helps to make you feel confident and gives them the impression that you're a strong, resourceful character.

KNOW YOUR CV

Be prepared to give a verbal account of your background (they'll be testing your communication skills). Don't hurry, think clearly - and take all the time you need to deliver your information concisely, smoothly and logically. Place particular emphasis on your recent experience and skills relevant to the job on offer.

LISTEN

Listen carefully - and if you don't understand a question, ask the interviewer to repeat or clarify it. If you don't know an answer, say so - and don't be afraid to make it a point of discussion, giving you the chance to turn matters to your advantage.

STAY POSITIVE

Always be positive, and wherever possible, give positive responses to questions asked, beyond a simple "yes" or "no". If any negative points come up, be sure to reframe them in a positive light.

COVER ALL ANGLES

Before the interview ends, make sure that you have mentioned all of your relevant experience - your interviewer may not have covered everything in their questioning. If appropriate, summarise your understanding of what's needed - and get their agreement or clarification where necessary. If needs be, go back to a subject you've already covered and fill in the gaps.

STILL KEEN?

If you are still keen on the position at the end of the interview, reinforce this before you leave. Ask the interviewer about what happens next, when a decision will be made - and ALWAYS thank them for seeing you.