

Basic Interview Tips (page 1 of 2)

There are some basic principles that we should all follow in the search for employment.

Prepare for the interview

- Ensure you have directions to the company, telephone numbers and the interviewer's name
- Research the company in terms of its customers or clients, its values or mission statement, its history and the way it presents itself
- Take a copy of your CV (ensure it is an up-to-date version)
- Prepare a list of questions
- Consider what questions you will be asked and prepare appropriate responses

You only get one chance to make a first impression.

Dress for success

The moment we set eyes on someone, our minds make evaluations and judgements. The same is true for the potential employers who must assess us.

Whenever possible find out the dress code of the company you are visiting. However, there are some basic rules that apply to both male and female:

- Dress conservatively and keep it simple. Invest in a well-made, dark or neutral coloured suit
- Don't wear too much jewellery or make-up
- Wear clean, neutral coloured or dark shoes

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Body language

- Learn to control negative body movements and employ positive ones.
- Sit back and upright in the chair
- Keep your head up and maintain eye contact a good proportion of the time
- Smile naturally when appropriate
- Avoid folding your arms

The Interview

Do - Give a firm handshake

Do - Listen carefully to the questions you are asked and answer them thoroughly but stick to the point.

Do - Thoroughly prepare for the interview. Research the company, understand the requirements of the role and consider the questions you may be asked.

Don't - Smoke

Don't - Show anxiety or boredom

Don't - Look at your watch

Don't - Ask about holidays and salary

Don't - Assume a submissive role – treat the interviewer with respect, but as an equal

The consultants at Anne Jagger Recruitment will be pleased to provide further information regarding any of these recruitment methods, or provide you with careers advice to assist in finding the right job for you.

