



INTERVIEW TIPS

Research the organisation

Find out about the company. Look on their website. How many staff do they employ? Where is their Head Office? Some companies even have 'news' pages where you can find up to date information about recent goings-on in the company.

Research yourself

Think of your skills and experience which match the job role and think of examples to illustrate these to the client. Think about what you could bring to the role and what you can offer the company. For example, if the position you are interviewing for is a Production Manager position work out how many years in total you've been a Manager, what improvements have you made (profit, efficiencies, improvements) etc. How have you made these improvements?

Be early

Aim to be ten minutes early for your meeting. Being too early can be inconvenient for them if they have a busy diary and being late gives a very bad first impression. Do a test run a few days before your interview if you can or look at the route on Google Maps. If you are using public transport, check the bus / train times in advance.

Appearance

It is always better to be overdressed than underdressed, a suit is generally best if you have one. If you smoke, make sure you do not have one just before you go in, as the smell can stick to your clothes and can sometimes be overpowering if your interviewer is a non-smoker.

Confident and polite

First impressions are important, so smile, keep eye contact and give a firm handshake. Confidence is key and can play a big part in your success. Nerves are normal so don't worry if you feel a bit nervous, just remain as calm as you can and speak a little slower, so you don't muddle your words.

Be honest

Honesty is the best policy and you always want to be able to back up what you say. If you are asked about volume of customers, accounts, GP% etc. just be honest! Make sure you also stick to the point of the question and try not get carried away, as you need to be clear and concise in your answers.

Salary expectations

It is very likely your interviewer will have been told your salary expectations before your interview, so you need to stick to what you told us was your minimum. Asking for over what you'd actually take if offered can sometimes price you out of the market.
(It's not to say they won't offer you more when it comes down to it.)



Be enthusiastic

You may not have ALL the skills or experience they are looking for but showing willingness to learn and enthusiasm can go a long way. If you have the basics of what they need but show your keen to train and develop yourself, this can be very appealing and make you stand out from the crowd.

Previous team fit

Paint a positive picture of your previous place of work & how well you got on with everyone. Never be negative about your old team or manager!
Even if you didn't work in the best place and didn't always enjoy your time there, try stick to the positives.

Strengths and weaknesses

Strengths - What would you say if you were asked what your strengths are?

Excellent customer service skills

Team player - always willing to help & assist throughout

Your product knowledge

Gets on well with customers (helpful, friendly, go that extra mile)

Works well under pressure

Sales focused (if relevant to the position)

Weaknesses - What would you say your weaknesses are? (these must be something which can also be turned into a strength)

I never switch off / sometimes take my work home with me

I'm enthusiastic & sometimes want to run before I can walk

Sometimes I can take on too much work & should learn to delegate it out more

I'm a perfectionist, sometimes I triple check my work rather than double check which can take extra time but I just want to ensure my work is always the best it can be

At the end of the interview

It is always a good idea to have a few questions prepared to ask at the end, although sometimes these will be answered during the meeting. Some good questions are:

What are the future plans of the company?

Are there any future progression prospects within the company?

How suitable do you think I am for the position?

Asking the interviewer how suitable they feel you are will establish whether the interviewer has any doubts about your skills or experience. Something you said earlier in the interview may have come out wrong, so this gives you the opportunity to be clear and rectify any confusion if there has been any.

Leave on a good note

Even if you are unsure on the job role after the interview, it is always best to leave on a good note, as you never know when something else within the company may arise that you are very interested in. Thank them for their time and tell them you look forward to hearing from them soon.



If you are very interested in the position, then tell them! “Just to let you know that I’m really interested in the position, its exactly what I’m looking for”

Job offer

It is unlikely the client will offer you the job on the spot, however sometimes this does happen. Don’t panic if they catch you off guard and you want to think about it. Make sure you come across happy and interested but just say you want to discuss it with your partner or have a quick think overnight. Try not to ask for more than a day or two to think about it, as it will come across that you’re not very interested and may dishearten the client.

If you do decide against the job offer, don’t worry – let us know & we can let the client know for you. Call us!

After your interview, please give me a quick call with your feedback, as the client will also call me and it looks good if I’ve already spoken to you and got your feedback. If you can’t call, just send a text with the basics of your thoughts.