



Please take the time to read through the below tips - preparing thoroughly will help you to remain as relaxed as possible but maintaining your composure, reducing your interview nerves giving you confidence to carry out a controlled interview. The interviewer wants a successful outcome from the interview as well as the interviewee.

### Plan Ahead

- Make sure you confirm: the names of the interview panel and their positions
- Have the correct address, telephone number, date and time – sometimes interviews are held at different locations to the main office/site
- Make sure you bring all the above interview details with you
- Bring along with any relevant ID, documentation, drawings and/or examples of your work.
- Being punctual is vital – it indicates you are a professional and taking the role and the company seriously
- Research your journey, parking and any potential road works
- Arrive 10 minutes early – no earlier, no later
- Motivation and attitude of the applicant is often seen as critical as your skills and experience.

### Dress Code

Your appearance not only shows how serious you are about the role and company but also how you would represent the company in the future:

- Professional, conservative dress
- Pay attention to detail: clean shoes, clean and neat hair, keep jewellery to a minimum

### Rehearse Rehearse Rehearse

Often the interviewer will be looking to see how you behave in stressful situations. You are likely to be asked random questions or asked to be given examples of your technical and transferable skills. Some examples are given below:

- Tell us about yourself and your experience
- Why you think you would be the best candidate for the job – give the interviewer(s) examples
- You may be asked what are your strengths and weaknesses – it is a good idea to show how you have overcome your weakness.
- Why do you want the job?
- What do you know about the company? – you will be surprised how many interviewees do not know about the company who is interviewing them!!
- Where do you see yourself in 2 or 5 years' time?
- What animal would you be and why?

### During the interview

- Stand and greet your interviewer(s) with a firm handshake and a smile, keeping eye contact.
- Keep your body language positive including how you are sitting in the chair
- Keep eye contact and be careful with your tone of voice
- Speak confidently and clearly, keeping your answers concise
- Let the interviewing panel lead the interview but this shouldn't stop you from asking questions – it will emphasise your interest in the position but don't talk over the interviewers.

### After the interview

- At the end of the interview give a warm handshake with a smile to your interviewing panel.
- After the interview, send an email thanking the interviewer(s) and company for their time - quite often forgotten but always viewed positively. It will also give you the opportunity to reiterate your keenness for the role and may tip the balance in your favour if it comes to a tight call!