

Interview Guide

Congratulations on securing an interview!

It's often fine margins that determine whether or not you're successful during the interview process. We've pulled together the guide below to give you the tools and tips needed to deliver an excellent interview.

There are two main interview styles:



Informal / Conversational



Competency Based

The key thing to remember is that irrespective of the type of interview you should approach it in the same way. The interviewer's agenda is to:

- » Assess your capability for the job
- » Get a feel for your personality
- » Understand your motivations
- » Establish how interested you are

The most effective way to demonstrate your experience and capability is to answer the interviewer's questions with real-life and relevant examples. Structure your examples as follows:

- 1 Set the scene - give a brief but clear introduction to the scenario
- 2 Explain what actions you took (and why)
- 3 Explain the outcome from the actions you took

You may have heard of the **STAR** model to structure your answers, [click here](#) to view a more detailed guide.



Research & Preparation

It is important that you know:

- » What the company does
- » The history of the business
- » Who their main competitors are
- » What skills and experience they're looking for



Desirable Hiring Traits

Hiring managers typically look for people that demonstrate that they are:

- » Positive
- » Enthusiastic
- » Determined
- » Resilient
- » Collaborative
- » A team player
- » Open to constructive feedback

Tips

Do

- ✓ Give a positive first impression!
- ✓ Engage with everyone you meet before, during and after the interview
- ✓ Give clear and relevant answers to the questions you're asked
- ✓ Demonstrate that you have done your research



Don't

- ✗ Don't talk over the interviewer
- ✗ Don't talk negatively about your current or previous company
- ✗ Don't ask about money, holidays & benefits
- ✗ Don't use inappropriate language



Interview Questions



Questions you may be asked

- » Why are you looking to leave your current position?
- » Why did you leave your previous position(s)?
- » What are your key strengths?
- » What are your main development areas?
- » What is your proudest work achievement to date?
- » Why are you interested in the role?
- » What value do you think you could add?
- » What progression are you looking for?



Relevant questions you could ask

Some of the questions you prepared might have already been answered during the course of the interview however it's still important to have some additional questions prepared that demonstrate that you're interested in the interviewer, the company and the job.

Some questions you could ask:

- » What attracted you to joining the company?
- » What do you enjoy most about working here?
- » How would you describe the culture of the business?
- » Can you give me an overview of the training I'd receive?
- » Can you give me an overview of the team I'd be working with?
- » How will success be measured in this role?
- » Is there anything you'd like me to clarify that perhaps I've not answered as well as you would have liked?

Checklist



Virtual Interviews

- ✓ Make sure the environment is quiet and there are no distractions or interruptions
- ✓ Be sure to test your technology and test your connection
- ✓ Put phone and computer notifications on silent or do not disturb mode
- ✓ Ensure you have a professional background set or in view for the meeting
- ✓ Have your CV & notes beside you to refer to during the interview
- ✓ Dress as you would for a face to face interview
- ✓ Don't use inappropriate language!



Face to Face Interviews

- ✓ Make sure you have your route planned out and give yourself plenty of time
- ✓ Outfit planned and prepared - dress code covered off with your recruiter
- ✓ Mirror body language, keep eye contact and show confidence and enthusiasm
- ✓ Don't use inappropriate language!



Final Reminders

- ✓ Dress accordingly
- ✓ Get across why you're interested in the role and company
- ✓ Make sure you articulate the value you feel you can bring to the role and company
- ✓ Do your research
- ✓ Highlight relevant experience you have
- ✓ Be positive throughout the interview
- ✓ Make eye contact with the interviewer and display good body language

