

INTERVIEW PREPARATION



Questions to ask yourself

- Ask yourself why you want the job?
- What is your understanding of the role?

Gather information on the company

Research three key areas of the company to include products and service.

- Why is this company of interest to you?
- Where have you found and researched the information?
- What are the companies goals and values?



Your current CV

- Be prepared to talk through any responsibilities in your current or past job that might relate to this role
- Be prepared with examples of tasks you have undertaken in your current role which have gone well or gone over and above what was expected
- Be prepared with three key skills that match the job specification

Strengths and Weaknesses

- What are both your strengths and weaknesses relevant to the job?
- What are you more and less experienced in?

Prioritising / Problem Solving Skills

- Be prepared with examples of where you have had to solve problems and the outcomes
- Be prepared with examples of tasks where prioritising skills were needed



Questions to ask the interviewer

- Ask about the team environment (How many people work here?)
- Ask about training opportunities (Is there any additional courses?)
- Ask about progression opportunities (How can I progress within the organisation?)



Body Language

- Always maintain eye contact.
- Smile, give across open body language and do not cross your arms.
- Use a firm handshake.
- Make sure you thank them at the end of the interview and tell them you look forward hearing from them.