



**Firstly, CONGRATULATIONS! You have made the first step in getting that dream job by being asked in for an interview. Here are some of our helpful hints and top tips from **The Red Agency** on how to impress at your interview:**

### **PREPARATION IS KEY!**

Find out as much as you can about the company. Research them on the internet; think about why you would like to work for them and what you have to offer. Prepare some questions that you would like to ask at the end of your interview.

Re-read the job spec and ensure that you fully understand what the role involves.

Make sure that you know where the interview is taking place, look at a map and plan your journey. Always leave plenty of time to get there and aim to arrive 15 minutes before your interview time.

Try to anticipate the general questions they will ask and prepare the answers you could give. Examples of such questions are:

- > Tell me about yourself.
- > Why did you leave your last position?
- > What did you do on a day to day basis?
- > What are your goals?
- > What qualities do you think are required for this job?
- > What are your strengths and weaknesses?
- > What do you know about this company?
- > Why do you want to work for this company?
- > What can you contribute to this company?
- > What are you looking for in your next role/what is your ideal role?
- > How would your boss describe you?
- > How would your friends describe you?
- > Tell me about a mistake that you have made in the work place and the implications of that.
- > What was the toughest decision you have had to make in your current role and what made it so difficult?

## **TOP TIPS – The Do's and the Don't's!**

### **Don'ts!**

- > Poor/limp handshake – always a bit of a no-no.
- > Saying unfavourable things about previous employers – the employer will wonder what you will say about them when you leave their employment.
- > Not being able to communicate clearly and effectively.
- > Being aggressive or acting in a superior way – nobody likes this.
- > Making excuses for failings.
- > Being dishonest.

### **Do's!**

- > Strong handshake and eye contact
- > Give examples of previous experiences, don't just answer 'yes' to the question, give them some proof of how fabulous you are and don't be shy about giving thorough answers (avoid rambling on though!)
- > Smile (seems obvious but some people forget to smile when they are nervous)
- > Always tell the truth and be honest
- > At the end of the interview make sure you thank the interviewer for their time

### **The Red Agency's Step by Step guide**

- > Introduce yourself when you arrive at the front desk and ensure you are friendly and polite. First impressions with all staff are important and candidates have been rejected in the past due to patronising or rude behaviour on arrival.
- > Greet your interviewer with a firm handshake and a smile.
- > Words only express 30-35% of what people actually communicate. Nonverbal communications such as facial expressions, body movement and actions convey the rest. During an interview, what you convey nonverbally is as important as what you say. Always maintain an open body language, do not fold your arms or slouch in your chair. Walk and sit with a confident air. Lean toward an interviewer to indicate interest and enthusiasm. Always keep direct eye contact with the interviewer during your interview – looking away indicates shyness, dislike or a lack of interest. Eye contact indicates a desire for communication, feedback and friendliness. And always smile!
- > Do not play with your hair, scratch your nose, pick your nails, chew gum etc – these gestures may convey anxiety and interfere with your message.
- > Try to build a rapport with your interviewer – be professional and show respect but do not put them on a pedestal.
- > Try to relax. Remember that the interview is a 2 way process. You have this time to ascertain whether the company/role is right for you and whether you could work with this person/within this company. Always remember that you would be a valuable asset to their organisation.
- > Never lie in an interview, your body language and tone of voice or the words you use will probably give you away.

- > Remember to always turn your mobile phone off during the interview as well as all other gadgets.
- > Take your time to answer the questions. Speak slowly and clearly – this will allow you to think about what you are saying. Do not disclose too much personal information that is not relevant to the role.

### **The Final Round – Ding Ding!**

You will have the chance at the end of the interview to ask questions. This is your chance to find out more about the company so you can decide whether the company and role are right for you. Although you may have prepared some questions beforehand, you may need to adapt them if any of the areas have already been covered during your interview.

Some examples of questions you may ask are:

- > Where is the company going? What are your expansion plans?
- > Who are your clients?
- > Who are your main competitors?
- > Who will I directly report to?
- > When are your busy times of year?
- > Why has this position become available?
- > What will my main responsibilities be? (although do not ask this if they are outlined in a job specification)
- > Who will I be working with? What size team will I be working with?
- > What are the chances of promotion/advancement in this position?
- > Do you provide any training?
- > What is the culture of the company?
- > How sociable are the team/company as a whole?
- > When are you looking for someone to start?
- > What are your benefits, holiday etc? (you do have to be a little bit careful asking about salary, benefits etc – it is often better to leave this question until your 2nd interview)
- > What is the next step from here? When are you likely to make a decision on this role?

### **The last 5 minutes count!**

- > It is polite to thank the interviewer for their time, and if you have enjoyed meeting them, say so! Give another firm handshake as you leave. If you are interested in the position/company always let the interviewer know before you leave.
- > If they do offer you the position at the end of the interview and you would like to take it, accept the offer and thank them. If you would like to think it over explain this to them and let them know a time in the near future when you will inform them of your decision e.g. the next morning. Ensure that you are diplomatic and courteous in this situation.
- > Always contact your consultant at The Red Agency IMMEDIATELY after your interview to give your feedback. We can then pass this on to our client without delay.

Remember, as a candidate of The Red Agency we are here to support you every step of the way so if there are any further questions you have please do just give us a call at the office and we will be happy to help!

**Good Luck!**