

## INTERVIEW TECHNIQUE

### **BODY LANGUAGE.**

Firm handshake (offer your hand), smile, eye contact. Don't fidget or fold your arms.

### **NERVES.**

Remember the interview is a 2-way thing – it is as much for you to gain information and assess the suitability of the company as vice versa. If you keep this in mind it may help you to feel less nervous on the day. It is rare practice at interview to try to trick or trip up candidates unless that type of pressure is relevant to the job.

### **WHAT SKELETONS DO YOU HAVE?**

(i.e. is there anything on your C.V. that you wouldn't want the interviewer to ask you about?), if so be prepared – think through how you will tackle it and never lie – a good interviewer will see through it and often think it's something a lot worse than it is. It is always best to be honest.

### **STRENGTHS & WEAKNESS.**

**What are you good at?** Don't go on all night, but think of a couple of things, preferably that relate to the job you are applying for. See the job description.

**What are you not good at?** Remember when you identify weakness, to turn it into a positive answer. 'I am not so good at xyz but what I do to overcome that is.....' 'or' 'I used to be really bad at .. but what I now do in order to overcome that is.....!'

### **WHY DO YOU WANT THE JOB?**

Pick out information from the job description or company information. Remember to make the interviewer feel you really want this job and not just any job! This is also a good time to demonstrate your knowledge of the company.

### **PREVIOUS EXPERIENCE.**

If they ask you about your experience and you have to say 'no' you haven't had experience of something, follow it with a positive statement, e.g. 'But I enjoy learning new things/It is similar to xyz job that I did.....!'

### **WHY DO YOU WANT TO LEAVE YOUR CURRENT JOB?**

Don't labour the point, it will make you look bad if you have too much that is slating to say about your current/previous employer. Be honest and keep it brief and to the point.

### **GIVE EVIDENCE.**

Always qualify statements i.e. give examples and evidence of experience.

### **BE CLEAR ABOUT YOUR INTEREST.**

Don't be afraid to say that you want the job. Some nervous candidates fail to get enough enthusiasm across, so it is a good idea at the end of the interview to confirm your interest. You don't need to be pushy, just something along the lines of: 'Just to let you know if my application is taken further, I am very interested in this vacancy.'

### **SHOW MOTIVATION & ENTHUSIASM.**

Remember, people like happy, motivated and enthusiastic people who will be an asset to their team/organisation.

### **WILL YOU FIT IN?**

Many people forget that it is important that you fit in with the existing team members, so take a good look at the person who is interviewing you and the company!

### **SHOW CONFIDENCE IN THE UNKNOWN.**

Relate the vacancy to your skills and experience when the interviewer is telling you about the job to demonstrate confidence in the unknown. Some candidates clam up when the interviewer starts to talk about the job because this is unknown territory. Don't be afraid to make comparisons and relate the experience you have to the vacancy you are applying for.

### **LIST OF QUESTIONS.**

Always take a list of questions, then if they have answered all of your questions you can demonstrate forethought and pre-planning. Otherwise the immortal 'actually you've answered all my questions' can sound like a cop-out!

Don't be afraid to flatter the interviewer. 'You have been so thorough that you have answered all of my questions.'

### **BE YOURSELF.**

Use your own words, otherwise you will sound contrived and unnatural. At the same time remember the interviewer is looking for the ideal candidate and that means someone who will get a long well and fit in quickly with other staff as well as customers and clients. Try to put across your best side and portray the person who will tow the line, have a motivating influence on other staff and make an excellent ambassador for the company.

If you do all of this you can't go far wrong and if you feel there are any areas of interview angst that you have experienced and we have not covered then please let us know.