

## Interview Tips

### **Preparation**

- Ask relevant questions, keep it job related and not too personal – Have questions ready to ask prior to interview.
- Do your research of both the company and the employer beforehand – Use LinkedIn and Google.
- Prepare for them to ask you questions regarding your CV, so make sure everything adds up!
- They could ask you scenario-based questions – Prepare a 3-stage answer:  
1. Point      2. Evidence      3. Evaluation
- Prepare to be asked competency-based questions- (Give me an example where...) Use the STAR technique:  
**S**ituation   **T**ask   **A**ction   **R**esult
- Compile a list of your strengths and weaknesses without downgrading yourself! Always end a negative comment with a positive outcome: E.g. 'I've never been the most organised, but now I've recently got a diary and folders that I use at work.'

### **Dos**

- Get to the interview 15 minutes early and dress to impress.
- Maintain eye contact which is a sign of confidence – 3 seconds looking, 1 second dropping.
- Smile and show how personable you are – 80% serious, 20% joking.
- Stay calm! Remember the interview is for both you and the employer to find out information about each other.
- Always end the interview with a 'Thank you for your time' – You could even email them afterwards to show them that you are serious about the job.
- Bring all relevant documentation with you – CV, Passport, references etc.
- Sell yourself! Tell them about your achievements.

### **Don'ts**

- Avoid silly mistakes – Do not smoke before-hand, turn off your phone and do not discuss money or holidays/other time off.
- Don't use bridge words 'Like, Right, Erm' - Speak slowly and articulate yourself well.
- Don't interrupt the interviewer.
- Don't speak negatively about anything, especially previously employers!
- Don't be afraid to ask for clarification if you don't understand a question.

*Need some more help? Fill out an enquiry on [www.obexrecruitment.com](http://www.obexrecruitment.com) and we'll get one of our colleagues to get in touch!*