

Interview Advice

Once you have secured an interview, your Streamline consultant will fully brief you on the role and what to expect at the interview. However, you need to convince the interviewer that you are the best person for the job and not just another name on a long list of interviewees.

Before the Interview

Prepare

- Make sure you know when and where the interview will take place, and the name and position of the person you are going to meet;
- Plan your journey, ensure you have clear directions and that you know your route. Allow plenty of time in case you encounter any delays, and don't forget to allow time for traffic and parking;
- Make a note of the telephone number of the person you are meeting, and phone ahead if you are delayed;
- Find out how long the interview is likely to take so you can arrange other engagements accordingly.

Research

- Speak to your consultant at Streamline who will brief you on the company and help you to understand what they do;
- Check out the company's website for more in-depth information, any recent press releases, brochures or annual reports;
- Gather as much useful information as possible. The interviewer will be impressed if you have gone to the trouble of finding out about the company.

Know Your CV

- Read your CV and be prepared to talk about your previous roles in detail;
- Be sure that you can account for any gaps on your CV, and that you can give positive reasons for leaving previous roles;
- Consider what you will bring to the company and the role, based on the skills outlined on your CV.

Quiz Yourself

Practice the answers to common interview questions which include:

- Tell me about your current role.
- What makes you particularly suited to this role?
- What attracted you to this role?
- What are your strengths/weaknesses?
- Where do you see yourself in 5 years time?

Prepare Your Own Questions

Take the opportunity to find out about your employer. Intelligent questions will also give an insight into the type of employee you will be. Questions you might want to ask include:

- How does the department fit in with the rest of the company?
- What is the culture of the company?
- How long was the last person in this role?
- Is there an induction or training programme?
- Why is it a good company to work for?

Avoid asking about the salary or how many days holiday you will get, especially at the first interview. Your Streamline consultant will advise you in respect of the salary and package on offer.

During the Interview

Dress Code

- Dress smartly and professionally, even if you know the company allows a less formal dress code;
- Always wear a matching suit and tie or a neat skirt or dress with clean, polished shoes;
- Make-up and jewellery should be understated.

Body Language

- Show you are confident by giving a firm handshake when you meet people and when you leave;
- Smile! This shows you are enthusiastic and friendly;
- Sit up straight and maintain regular eye contact;
- Try to calm your nerves and remain confident and alert;
- Listen carefully to the interviewer's questions and try not to get distracted;
- Take time to think before you answer the question, and speak slowly and clearly;
- Maintain an open stance, avoid fidgeting or folding your arms.

Closing the Interview

- Remember to thank the interviewer for their time;
- Ask what the next stage of the interview process will be;
- Make sure you telephone your Streamline consultant with feedback as soon as possible.

General Tips

Do:

- Dress professionally and show that you will be a good ambassador for the company;
- Be prepared;
- Speak clearly and concisely, listen and respond, don't waffle;
- Be confident and make sure you sell yourself;
- Have a positive attitude and go in with the intention of securing a job offer;
- Take time to think about your answers;
- Thank the interviewer and express your interest in the role.

Don't:

- Be late;
- Exaggerate your experience or qualifications;
- Discuss the salary at the first interview, unless specifically asked by the interviewer;
- Criticise or speak negatively of previous employers;
- Appear unfocused or demotivated;
- Leave your mobile telephone switched on.