

## Interview Tips

- First impressions last! Arrive 10 minutes early
- Dress to impress, neat tidy appearance
- Boys – dress shirt, business pants, tie
- Girls – nice length skirt, pants, conservative top, hair neatly tied back, limited makeup
- Always phone if you are running late
- Be confident, shake interviewers hand and greet politely
- Obtain correct pronunciation of client's name
- Be prepared, take folder with pen and paper, copy of resume, certificate and references
- Do your research on the company and position available

### What to take

Pens  
Writing pad  
Printed questions  
Diary  
Referees details

### Punctuality

Although turning up on time should be common sense you must be aware that some companies may require you to fill out some forms before the interview. It is a good idea therefore to get to the companies offices between 5 and 10 minutes early to allow for any such preparation. Do not arrive to the interview too early. The people who are interviewing you are more than likely senior management and as a result are extremely busy and won't be ready for you until the scheduled time.

If for some reason you are going to be late always phone the company to inform them that you are running late and by how long. Always phone before you are late. If your appointment is at 9.30 there is little point phoning at 9.35 to say you are running late. Clearly they will already know this.

### Multi map

**multimap.com** is a great web site that will pinpoint any address that you are looking for and display a map showing you how to get there.

A great idea is to know where you are going ahead of time by taking a trip to the company's offices earlier that day or even the day before so you know exactly where you are going minimising any chance of getting lost.

## Questions to ask:

I've never known anyone on the planet who has answered "NO" to the question "Do you have any questions for us?" that has still got the job.

Here are just a few intelligent business questions that can be asked. You should determine ahead of time what questions you will be asking so you can type them up and print them off to take with you. Always remember that when asking questions to the interviewer (s) it's a good idea to take notes on the answers you receive. This gives the impression that you are perhaps comparing the role with other opportunities that are available to you.

Tip: Only ask questions that you are comfortable with and ask in your own words. People at different levels in their career will ask different questions.

1. Why has the role become available?
2. When would you be looking for the successful candidate to start?
3. What are the companies medium term goals, say over the next 5 years?
4. When you think of someone who has been successful in this role in the past, what was it that made them so successful?
5. What sets you apart from your competition?
6. What is the culture of the working and social environment?
7. What kind of ongoing training do you offer to your employees?
8. Are there good opportunities for career progression for top employees?
9. What would you say is the company's biggest challenge is going to be in the future?
10. What level of staff retention do you have?
11. Why do you think that (good or bad)?

## Questions or comments you should never ask or make:

1. How much is the position paying?
2. Bag out previous or current employers, competitors or colleagues
3. What are the hours I would have to work?

## Closing the Interview:

Without a doubt this is the most important part of the entire interview process. Although the following questions must be asked, they must be done so in a manner that sounds genuine, unrehearsed and consistent with your personality. Also these questions should not appear on your written question list.

1. Do you have any concerns about my ability to perform this position well? If there are any concerns try to overcome them.
2. I'd like you to know that I'm very interested in this position, and if I were offered the job I would take it. I think this is a great company and I'd love to work here. Given you have no concerns about my ability to perform the role well; what is the next stage from here? If the interviewer mentions another interview follow with:
3. Is it convenient for us to make that time now (with diary in front of you) Upon standing up and shaking hands to thank them for their time you should ask
4. Do you have any company brochures or material that I could take with me to read over?

## Companies and Positions discussed with ImpEx Personnel:

Company	Position	Web Address