

## Preparation

### Research

Make sure you find out as much as possible about the company. The interviewer will see your efforts as a sign of commitment and interest.

Make time to review the company website and either write down or memorise three or four things about the company in case you are asked what you know about them.

If possible carry out the journey before you are due to attend the interview. A trial run always helps to calm the nerves and it allows you to see how practical it is.

Make sure you have a map and clear directions as to where you are going.

### Your CV

If your CV has been provided to the client via an employment agency ask for a copy so you know what has been written. Take this copy with you to the interview so you and the interviewer are working from the same document.

### Job Description

Read the job description carefully. Think of areas where your experience matches what they are looking for and areas where you can develop within the role.

### Presentation

First impressions do matter. Aim to present yourself at your smartest, most professional and enthusiastic. Ensure a strong handshake and smile on first meeting and maintain good eye contact.

### Punctuality

If you find yourself delayed notify us immediately on **01934 612288** or call the company directly and explain the reason for the delay and your estimated time of arrival.

### Your Questions

Prepare the questions that you want answered and ask them. Aim to ask open questions eg those beginning with How? What? Which? Where? Why? When?

When you read the job description think about what it **doesn't** tell you and aim to fill in the gaps during the interview.

### Consider the following:

How has the position become vacant?

How does the role fit into the structure of the department?

What further training might be available?

How will you monitor and review my progress?

Do ask about career progression but remember to be enthusiastic about the role you are applying for. The interviewer will not want to think that you will want to move on from the position six months after they have trained you.

If you need more information regarding terms and conditions let us ask them for you and negotiate as necessary at offer stage.

If the interviewer asks about your salary expectation then indicate a range rather than a specific salary so that your options remain open for negotiation.

If you become unsure about the role / company during the interview do not let the interviewer see it. If it appears that the role isn't suitable for you remember they may consider you for an alternative role now or in the future. It is always better to be offered a role and have the choice to accept or turn it down.

### After the Interview

Phone us on **01934 612288** immediately after the interview with your feedback. We will then contact the company to give them your views and gain feedback for you. We will always aim to pass this back to you so you can use it to amend your interview style if necessary.

**Good luck !**