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Interview guidance

Congratulations on gaining an interview. It is natural to feel nervous but if you ensure you are fully prepared then this will help keep the nerves at bay. Here are a few tips to help you on your way and ensure you maximise the opportunity.

Plan your journey

Make sure you arrive at least 10 minutes before you don't want to feel flustered. Also being late will give a bad first impression. Plan your route and research best places to park and leave in plenty of time just in case of any unexpected delays.

Look the part

It is crucial you go to your interview looking smart, if you look good you will feel good and it will increase your confidence. Prepare your outfit the day before and as there's nothing worse than feeling uncomfortable. Remember to give a good handshake and confident smile when meeting your interviewer.

Do your research

It really important you do your research prior to going to the interview. This will not only give a good impression it will also show you are serious about the job and company. It will help you answer any questions about the company and give you the opportunity to question them. You can do this by going on the company's website and looking at their history, values and services.

You can also review the company and employees on linked in. It will help you get to know a bit more about the person you are seeing and their background. Why not ask them some questions about their career?

Prepare some questions to ask – you may find these get covered during the interview but will also demonstrate you are prepared and will help you not miss anything.

Sell Yourself

This is your opportunity to highlight your key skills and why you are the best person for the job. You should know your cv inside out and be prepared to answer any questions you may get asked. Don't forget to highlight any key achievements and experiences you have.

Take a copy of the job description with you and highlight any key areas you wish to discuss – this will also prompt you to discuss and experiences you have that are relevant.

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Competence based questions

Some interviewers like to use competency based questions to give you the opportunity to discuss your real life experiences and demonstrate your ability and competence in certain areas. Be mindful not to waffle and prepare some examples of your competences around the job description. Try and find out what competencies the potential employer is looking for in advance.

Here are a few examples of competency-based questions

- Tell me about a time when you have had to meet challenging customer needs
- Describe a situation when you came up with a solution to a problem.
- How do you ensure all aspects of your work are completed satisfactorily?
- Give an example of a time when you had to gather and interpret information.

Body Language

Be confident and ensure you give a warm greeting with a firm handshake. Smile and show you are happy to be there. Maintain eye contact with your interviewer without staring and make sure you sit up straight and avoid slouching back in the chair.

Follow up

Don't forget to ask at the interview what the next steps are, if there will be a second interview and timescales on feedback. Don't be scared to ask for any initial feedback.

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