



Like your interview

If you have an interview, congratulations!

Not everyone who applies will be selected for interview, but now you need to be prepared to talk about what you have said in your CV. You will need to find out:

as many details as possible regarding the interview; where the interview will take place, the date and time for the meeting, approximate duration of meeting and also who will be interviewing you.

and

what type of interview you are attending; is there a particular format that the interview will take e.g. will this be a detailed "Competency" interview?

Competency Interviews

Employers may ask you to talk in detail about your previous experience, because they feel that this is a good indicator of how you will act if working for their company. Competencies outline the main behaviours an employer feels are essential to the requirements of the role – different competencies will apply to different roles.

Often, an employer who uses this type of interview to assess your application will provide a description of the competencies and may even give you advice on how you can prepare for your interview.

Typical Questions

When you prepare for a more "standard" interview, you can expect to be asked questions that may cover the following areas:

- What do you know about the company/role?
- Why have you applied for this role and why do you feel you are suited to it?
- Why are you leaving your present employment?
- What are your strengths and weaknesses?
- What are your expectations for the role/your career?

How to Prepare

Review your CV. Think about employment your motivations and future expectations and be prepared to talk about these, with a positive and confident approach.

Practice talking out loud or run through a few questions with a friend or partner – how you think about what you are going to say can often be different to the reality when you speak.

Get dressed for success. This is not a time to make a style statement. You don't have to spend a fortune to look smart and professional. Pay attention to small details.

Know where you are going and how you are going to get there. Prior to your interview get an idea of where you need to get to and how. Take the time of day of interview into consideration, as traffic may be an issue.

DON'T FORGET TO SMILE!

Why use a Recruitment Agency?

A good Recruitment Consultant / Agency will be able to provide you with advice and support for all aspects of your search for suitable employment, including advice on the current employment market, specific industry sectors and approximate salary levels.

Good luck in your job search!

