

THE INTERVIEW PROCESS

40 mins

AVERAGE LENGTH OF INTERVIEW

7%

From what we actually say

38%

The quality of our voice, grammar and overall confidence

55%

The way we dress, act and carry ourselves

TOP INTERVIEW TIPS

- ✓ LEARN ABOUT THE ORGANISATION AND ROLE
- ✓ KNOW YOUR CV
- ✓ REVIEW YOUR QUALIFICATIONS / EXPERIENCE FOR THE JOB OR COMPANY
- ✓ BE READY TO BRIEFLY DESCRIBE YOUR EXPERIENCE / MATCH TO THE ROLE OR CULTURE
- ✓ HAVE BRIEF ORGANISED NOTES / PROMPTS
- ✓ TURN YOUR MOBILE OFF / SILENT



MOST COMMON MISTAKES MADE AT AN INTERVIEW

- ✗ ARRIVING LATE
- ✗ DRESSING INAPPROPRIATELY
- ✗ LACKING WARMTH OR PERSONALITY
- ✗ NOT SHOWING ENOUGH INTEREST OR ENTHUSIASM
- ✗ HAVING LITTLE OR NO KNOWLEDGE OF THE COMPANY
- ✗ CONCENTRATION OF 'ME' QUESTIONS
- ✗ NOT PAYING ATTENTION
- ✗ TALKING TOO MUCH

6 QUESTIONS MOST LIKELY ASKED

- ◆ TELL ME ABOUT YOURSELF
- ◆ WHAT DO YOU KNOW ABOUT OUR COMPANY?
- ◆ WHY DO YOU WANT TO WORK FOR US?
- ◆ WHY HAVE YOU CHOSEN THIS INDUSTRY / ROLE?
- ◆ WHAT ARE YOUR STRENGTHS / WEAKNESSES
- ◆ DO YOU HAVE ANY QUESTIONS FOR US?

DON'T FORGET TO

- ✓ PREPARE AND RESEARCH
- ✓ PLAN YOUR ROUTE
- ✓ PRACTICE OUT LOUD
- ✓ ACTIVELY LISTEN, DON'T INTERRUPT
- ✓ ASK ABOUT THE NEXT STEP
- ✓ SMILE
- ✓ SEND A THANK YOU IF APPROPRIATE