

COMPASS POINT RECRUITMENT TOOL BOX

INTERVIEW TIPS

THE INTERVIEW

There is nothing frightening about being interviewed. As a candidate you may or may not be used to the interview process. In any event you should have been given a very good brief from your Compass Point Recruitment consultant on the skills required for the position you have been invited along to discuss. Ask your recruitment consultant for the full information if it hasn't already been sent to you. Co-operate with the interviewer; remember they rely on you for information to help them to determine if you would be happy in their job role.

Remember it is ok to ask questions in order to find out about everything you want to know such as duties, you most likely would have received a full job description from your consultant at Compass Point Recruitment, however asking for yourself the companies holidays, any training offered and promotion prospects if that is important to you, pension contributions, hours of work and whether they have a culture of having office social events, identifying the companies values and whether they match your own is another key element to making a good career move. Finding out who you would be working for and the structure of that division / department are all very valid questions to ask at the interview stage.

FIRST IMPRESSIONS

You will make an impression the minute you enter their building. Some organisations ask for their receptionist's view on how candidates handled the "waiting" process. Once you meet the person who is going to interview you, 1st impressions count again as you walk through their door. Your clothes and appearance should reflect the right image so dress accordingly for the role, be friendly and shake hands as you enter.

MARKET RESEARCH

Find out as much as possible about the company beforehand so that you can ask pertinent questions. You can obtain this information by visiting their website (if you don't have access to a computer at home you can visit your local library or job centre). Make sure you know the location of the company and how you are going to get there and any parking available if required. This can be done through google maps or the AA route planner.

BE PUNCTUAL AND PREPARED

It is important to arrive ahead of time for your interview. Take with you any documents, references, or examples of your work that you feel will be relevant to show the interviewer.

BE POSITIVE

Negative thoughts discussed will leave negative thoughts in the interviewer's mind. Never criticise a previous employer however you can be honest about certain cultures or tasks you didn't like and wouldn't want to repeat again; discuss any grievance you have with a peer or friend to ensure that you have a balanced way to communicate it. Your consultant at Compass Point Recruitment would be able to help you brainstorm an approach if you left an employer under a "cloud", relaying your reasons positively are very important.

BE ATTENTIVE

Be a positive listener and endeavour to answer each question as honestly and fully as possible. Be aware of your body language.

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CONFIDENCE

Spend time beforehand thinking through the type of questions you are likely to be asked and work out your responses, practice them in front of the mirror or with friends & family, if you want to ensure you can confidently communicate a specific message. Know why you would be good for the position and ensure you get those points across. Be enthusiastic.

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AMBITION AND ACHIEVEMENT

The interviewer wants to see someone who can show commitment to a job and accomplish given tasks. State your achievements. Describe examples, successes and how things going wrong were corrected.

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ESTABLISH YOUR ROLE

The employer may be looking for someone who will work well with other members of staff and be part of a team or for someone who can work independently using their own initiative. Find out what the key requirements of the role are and if that compliments your job requirements then inform the client.

SALARY

If you want to discuss salary in your interview then stating what you currently earn, plus benefits, is CPR'S recommended way for you to raise this. You can also establish when the client has annual salary reviews and whether you would qualify for it.

TOWARDS THE END OF YOUR INTERVIEW

Feel free to ask when a decision will be made. If you found hearing more about the job and the company interesting and would like to be considered further, say so. Thank the interviewer for their time and reiterate your interest in the position if you are interested!

It is essential you contact your Compass Point Recruitment Consultant, the name will be on your interview confirmation email to discuss the interview itself, in particular, the points you found interesting and if there are any problem areas.