



# Your Essential Guide To The Interview

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# How To Have A Great Job Interview

## Do's

- Do get a good night's sleep the night before
- Do make time for breakfast in the morning
- Do plan your route to the location of the interview
- Do research the company and the job role before the interview
- Do try to find out a bit about the person interviewing you
- Do relax and promote confidence for the first impression
- Do prepare answers and practice what you want to say
- Do remain calm, answer questions clearly and confidently
- Do demonstrate why you qualify for the job
- Do share your ambition and enthusiasm
- Do prepare, ask questions about the role and company
- Do give honest feedback to the recruitment Consultant after the interview

## Don'ts

- Don't be late, get to the interview with time to spare
- Don't wear inappropriate or scruffy clothing
- Don't talk badly of your previous job or colleagues
- Don't drink alcohol before the interview
- Don't use defensive body language, like folding your arms
- Don't just talk about the financial rewards you want
- Don't panic if you get nervous – just keep going
- Don't walk away abruptly if you don't want the job
- Don't verbally battle or be confrontational with the interviewer
- Don't tell blatant lies in the interview to look good

# Prepare And Predict

If you know the name of who is going to interview you, read their biography on the company website or you could see their profile on LinkedIn. You might learn more about what they want, how they tick and what they expect from an employee.

Prepare to answer questions on yourself, to communicate the strengths in your character.

Make sure you have some ideas to contribute, to show them you have been thinking about the role and that you are intelligent and capable.

Many interviewers are looking for specific personality strengths in their employees, like being cool under pressure or thinking creatively around problems, so try not to get flustered during the interview, if there are tricky or challenging questions. Just take a moment and ask them to repeat the question and listen carefully, whilst you think about the answer.

Try to keep calm and collected throughout the process. If you have a lot of knowledge about the sector the job is in, show the interviewer you have that high level of insight.

# Things You Say, Without Saying Anything

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When you are called into the interview, research has shown that in under a second, people make judgements about how likeable, trustworthy and competent you are.

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Don't be late – allow for traffic and get to the interview a few minutes early – or it will show you can't plan.

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An interview situation is even more critical than everyday meetings but you do have the advantage of preparation and you can make a great impression easily with a bit of self-awareness and effort.

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A relaxed smile counts in the first moments of the interview.

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Engage in eye contact, be purposeful and confident, shake hands firmly but not too firmly. Say 'hello' warmly and introduce yourself by name.

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What you wear is important for the type of job you are going for, so make sure you've made the effort with your dress sense. Even if a job's dress code is more casual when you are in the job, it can pay to be smarter in the interview, as it shows you care.

# Common Challenges In An Interview

- Think about your posture. Don't hunch over, look down or fold your arms in a 'stand-offish' way. Sit up straight and try to keep your body language in check
- Use your hands to emphasise what you are talking about, when it matters
- Be relaxed and be yourself and be positive and communicative during the process
- Don't mumble answers, be clear, confident and in control of your responses
- If a previous boss was a nasty piece of work, or you were fired, or you disliked people where you worked – telling your next prospective employer all about it will likely make them wonder if it was your fault. Avoid negative conversation around past jobs or ex colleagues. Instead, find positives in the roles you had, to talk about and share
- Even if the interviewer does, don't swear
- Try not to interrupt the interviewer or talk over them
- Always be ready to ask a few questions at the end of the interview but try to avoid making your interest solely about the financial rewards you expect. Instead, make your interest about how you can help the company develop
- If the interview is going very well, you could ask politely if you can see the office and meet the team
- If there is a second interview to face, then see if you can find out more details about who that is with and where it is. Final stage interviews usually mean you are meeting someone senior or someone highly influential in a team but it might include the same person interviewing you the first time. This means you'll need to prepare all over again – and find new ways to convey similar messages, so you can bring even more to the table

# Didn't Get The Job?

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Don't be too glum if you don't get the job – treat it like valuable experience

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Ask for feedback on why you were not chosen this time and talk to a Consultant at CMD so you can apply for another position.

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Sometimes, when you are not hired after an interview, it gives you the impetus to get an even better job next time around, so there is no need to worry.

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Contact our friendly Consultants at CMD if you need help and guidance applying for a job role. We are happy to help with any questions you might have.

**Got The Job?**

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**Congratulations!**  
It's your time to celebrate!