

# The secret to interview success



Essential reading  
to get you the  
job you want

# Introduction

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## **Congratulations on securing your interview!**

Interviews can be intimidating and no matter how much experience you have, unless you fully prepare you'll run the risk of underselling yourself and missing out on that dream position.

It may be cliché but the old adage "By failing to prepare, you are preparing to fail" has never been truer in relation to interviews. In this guide you will find all the hints and tips necessary in order to perform to the best of your ability at interview.

We hope you find this booklet useful and if your [Pro-Recruitment Group](#) Consultant has not booked you in for a full interview briefing, please get in touch with them to arrange this, details can be found on the back page.



# Pre-Interview Preparation

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## 1. Location. Appearance. Time.

Make sure that you plan ahead. Plan your travel, check the address and the right date and time. Ensure that you dress appropriately; your Consultant will be able to help you on this if needed. Making the right first impression is key. We always advise that you arrive at the interview ahead of time, so it is useful to find a coffee shop nearby where you can wait.

## 2. Research the company, the vacancy and the interviewer

As well as the company website use Glassdoor, LinkedIn and other social media sites to find info.

Find out if the company have been in the press recently, get all news, good, bad and recent announcements or acquisitions.

Also, find out via LinkedIn where the interviewer worked previously, as it can be a small world and you may have similar contacts in your network. It's also recommended doing a simple Google search on them; they may have written articles or featured in press releases recently.

You should have a job description or an in-depth brief from your Consultant; dissect this and think about the skills and personality required for the job and what you can offer the company.

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## WHAT TO WEAR WHAT TO RESEARCH HOW TO PREPARE

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## 3. Read your CV again

Ahead of your upcoming interview, thoroughly read through your CV and re-familiarise yourself with its content. Candidates are often caught out by questions on their CV that may relate to something that was done a few years ago. If it is on your CV, then you need to be able to talk in depth on that point and answer any questions that arise.

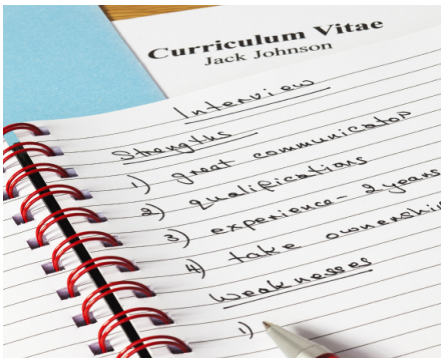
# Pre-Interview Preparation

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## 4. Practice interview questions!

Ask your Consultant to book in some time for you to go through some practice interview questions. Our trained Consultants understand the wants and needs of their clients; we can help you if you are out of practice to make sure you have the best chance of success.

As well as general interview questions, larger organisations like to test your competency skills. A true understanding of how to answer these is key; at Pro we advise the use of the acronym STAR to help you structure your answer. [Click here](#) for our guide on answering competency-based questions.



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**SITUATION**  
**TASK**  
**ACTION**  
**RESULT**

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## 5. Prepare to ask questions!

Many people don't take this part of the interview as seriously as they should, it can be glossed over and the emphasis is always on how to answer questions rather than what to ask. This part of the interview is paramount, if you can engage your interviewer and get them talking about their team, their company and themselves then the interview will end on a positive note. [Click here](#) for example questions and some advice on how to close the meeting.

# Interview Day

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**BE CALM**  
**BE ORGANISED**  
**BE POSITIVE**

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At this point you should be fully prepared for your interview. Below are a few pointers to think about ahead of your interview:

- Get a good night's sleep
- Don't be late - make sure you plan your travel
- Charge your phone and take it with you - don't forget to turn it off!
- Don't forget your wallet/purse
- Polish your shoes
- Ensure you are feeling fresh and looking sharp
- Head to the coffee shop that you found and look at your notes one last time

We've collated some useful sites and apps to help your day run smoother:

- [Google Maps](#)
- [Journey Planner](#)
- [National Rail](#)
- [Coffee shops near me](#)
- [How to Shine Your Shoes Like a Pro](#)
- [Interview dress guide](#)
- [Healthy Sleep Tips](#)



# Post Interview

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The three essential steps following your interview...

## 1. Call your Consultant

It is important that we get your feedback after the interview. Tell us what you liked, what you didn't like and how you feel that the interview went for you. It is important that you call us straight after the meeting so that your thoughts are fresh and clear in your mind. Also, if the client calls us, we need to be able to discuss your thoughts; it shows enthusiasm.

## 2. Be open

Let us know exactly how the meeting went. If we understand any concerns you may have regarding the opportunity, then we can help. Often, your concerns can be rectified in any following meetings so being open and frank is key.

## 3. Be honest

Tell your Consultant what else you have in the pipeline, this can help them hurry the client along with decision making, or if you need more time, we can buy you that time by managing the client's expectations. Being open and honest allows your consultant to best help you in securing your preferred role.

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**CALL US**  
**BE OPEN**  
**BE HONEST**

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**For further tips and advice about the interview process, please reach out the team:**

020 7269 6333

[info@pro-recruitment.co.uk](mailto:info@pro-recruitment.co.uk)

[Meet the team](#)



Our network. Our know-how.

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