



Sellick Partnership
Recruitment Specialists

A guide to preparing for your next interview

The average length of an interview will be around 40 minutes, but around a third of recruiters and hiring managers generally know if they will recruit a candidate within the very first 90 seconds. The majority of hiring managers have also stated that they reject an applications for simple things such as not making eye contact, dressing inappropriately or walking into the room the wrong way. It is therefore vital that you make a great first impression from the offset. Here are our top tips to make sure you stand out in your next interview.

Before your interview



- ✦ **Get the details right:** you will be surprised how many people write down the wrong day, time or place of an interview. Confirm the key details with your recruitment consultant or the hiring manager. If you are unsure of anything, ask.
- ✦ **Do a test run to the destination:** you never want to be late, so it is advisable to do a test run a day or two before your interview. Remember to take the exact route you will take and if you are travelling on public transport get it at the same time as you will on the day. Downloading apps such as National Rail are great for checking timetables and find out if there are any delays to your journey.
- ✦ **Get your outfit ready the night before:** how you present yourself to a potential employer is the first thing employers will take into consideration. If there is a dress code for the interview, make sure that you follow it and ensure that your grooming standards are to a satisfactory level.
- ✦ **Consider your skills in relation to the job description:** the interviewer will use the interview to find out your suitability for the role, so it is important that you know exactly what the job involves. Study the job specification and ensure you think about how your skills make you the ideal candidate.

Getting ready for your interview



- ✦ **Conduct as much research as possible:** make sure you thoroughly research the company and the role. This will give you valuable information to use throughout the interview.
- ✦ **Practice makes perfect:** make sure you prepare for your interview at home. Ask your recruiter to practice some common interview questions with you and get family and friends to listen to any answers you have prepared ahead of time. This will allow you to refine your answers and get them to a standard that is ready for the interviewer.
- ✦ **Think positively:** heading into an interview with a negative mind-set can be obvious to the interviewer who can sense that you are not feeling confident.
- ✦ **Think about your answers:** try to avoid giving one word answers to questions you are asked. The interviewer wants to know you can think on your feet. If you don't understand the question, ask them to repeat it, and if you need to, take a few seconds to think about your answer.
- ✦ **Don't talk too much:** if you feel like you are talking too much then try and limit what you are saying. Give the interviewer time to digest your answers.
- ✦ **Identify your goals:** the majority of interviewers want to know what your aspirations are, and whether or not they fit with what is on offer at their organisation. You should therefore think about your goals and give the interviewer an honest indication of where you would like to progress with the company.

During your interview



- ✦ **Engage with the interviewer:** treat your interview like a networking event and engage with the person in front of you. Ask them questions, and speak about hobbies and interests. This will give the interviewer a feeling for who you are as a person, and can help make you memorable.
- ✦ **Keep your body language and eye contact professional:** do not fidget or look at the floor as this will show the interviewer that you are nervous. Sit up straight, engage with eye contact and keep your body language open.

After your interview



- ✦ **Ask questions:** the interviewer will always ask if you have any questions for them, so it is important to think of a few beforehand and have them written down. Some good examples are:
 1. If you have any advice for the successful applicant what would it be?
 2. What do you like best working for this company?
 3. What is the typical career path for someone in this role?
- ✦ **Keep in touch with your recruiter:** you will likely receive feedback a few days after your interview, but it is important to keep in touch with your recruiter. Phone them afterwards and give them your feedback, this may speed up the process and they can then follow up with the employer on your behalf.
- ✦ **Do not let rejection get you down:** if you are unsuccessful try not to be downhearted. Employers receive a huge number of applications and will generally interview multiple candidates. Use any unsuccessful interviews as practice and learn from them to help secure the job that is right for you.

Top tips



- ✦ **Memorise your CV:** candidates often slip up with dates and gaps in their CV. Memorise this ahead of the interview and take a copy in with you so you know exactly what to say and when.
- ✦ **Remember to smile:** a smile can show off your confidence, don't be afraid to show your personality!
- ✦ **Common interview questions:** have answers prepared and written down for the most commonly asked interview questions such as 'tell me about yourself' and 'why do you want this role'. This will take the pressure off the first few minutes of your interview and should help you relax.
- ✦ **Do not forget about the little things:** shine your shoes, check for loose hems, and make sure your fingernails look manicured. This is the stuff that

What next?



Take a look at the rest of our candidate resources section. We have tips on everything from your personal brand to interview guidance. Alternatively, you can get in touch with one of our expert Consultants for more interview advice by calling:

East Midlands | 01332 542580

Leeds | 0113 243 9775

Liverpool | 0151 224 1480

London | 0203 741 8189

Manchester | 0161 834 1642

Newcastle | 0191 261 8585

West Midlands | 01782 572700

