

TOP TIPS ON MAKING AN IMPACT AT INTERVIEW

Ensure you are well prepared for interview:

- Know your CV – and be prepared to summarise your career history concisely. As far as possible, have a positive story to tell about why you moved from one organisation to the next
- Review the ad or job description - have some good examples ready of how you could add value to their organisation
- Research the company – be able to demonstrate that you know what they do, how large they are, what their culture is, what their values and beliefs are and identify any “news” items that might be affecting them at that time

Make a good first impression:

- Look the part – get feedback (before you go) on how you really look!
- Dress appropriately – ensure you know and observe their “dress code”
- Be courteous to everyone you meet from the moment you enter the building – anyone could be asked for their impression of you
- Carry yourself with confidence and remember, you have got this far because they think you can do the job !

Wow them with your interview technique!

- Think about what they will be looking for the person to demonstrate in the job you have applied for – then deliver your interview in a manner consistent with that role
- If you are not sure about a question, ask for clarification
- Give examples of what you have already done, wherever you can
- Pay attention to the interviewers non verbal behaviour, if they look confused or bored, check to see you have answered the question appropriately, or if they need more or less detail from you
- Have some questions ready for them – to demonstrate to the interviewer that you have really thought about what it would mean to work for them
- Ensure you leave the interview with a clear understanding of how a decision will be made and in what kind of time frame

Follow up in a professional manner

- Drop an e-mail or a letter to your interviewer or contact at the organisation thanking them for their time and confirming your interest in the vacancy. If you realise the job is not for you, communicate this to them politely
- Follow up by phone at an appropriate time (ie. When a deadline for communication has passed) if you have not heard from them
- If you are successful – make your decision swiftly on whether to accept (or decline!)
- If you are unsuccessful – ask for feedback so that you know what didn't work for you on this occasion

Greenfields gives you job interview hints and tips, help to find out what questions to ask at interview, we'll give you tips on your interview technique so you can prepare well for interview questions and answers and so you can plan what questions to ask at interview, and much more....So contact Michelle today on 07717 122950