
IMPROVE YOUR INTERVIEW PERFORMANCE

Be at your Best

Interview performance is often the deciding factor when choosing between candidates for a job. This makes the face-to-face meeting a critical part of the recruitment process and you will need to impress the interviewer from the start. By following the interview preparation guidelines below as well as downloading other documents from our online advice page - www.rubyredrecruitment.com you will be better equipped to overcome any interview nerves you may have. Hopefully, you'll be brimming with confidence and will have a productive meeting with your potential employer.

Before the Interview:

- Find out as much information as possible about your prospective employer in advance. Many now have websites which are packed with information.

- Familiarise yourself with mission statements, past performance, future goals and current situation. Be aware that if your prospective employer does have a comprehensive website, you may seriously compromise your chances if it becomes apparent you have not taken time to research it. If there is no company website, it is still easy to research your employer. All national newspapers and professional magazines have online sites with archive articles. You can also utilise the web search engines just by entering the company name.

- Talk to anyone you know who has worked at the organisation.

During the Interview:

- Greet your interviewer standing, with a strong, firm handshake and a smile!

- Good body language is vital.

- Sit up straight with both feet on the floor.

- Speak clearly and confidently.

- Try and maintain a comfortable level of eye contact throughout.

• A standard interview will generally start with an introductory chat, moving on to questions specific to your application and experience. General information about the company and role may follow, finishing with an opportunity for you to ask your own questions.

• Be familiar with your CV and prepared to answer questions from it. Similarly, ensure you have read any job description thoroughly and think of ways in which your experience will benefit your potential employer.

• Listen to what is being asked of you. Think about your answers to more difficult questions and do not give irrelevant detail.

• Give positive examples from your experience to date but be concise. Avoid one word answers.

• Prepare yourself in advance for common interview questions. Be ready to ask questions that you have prepared beforehand. This can demonstrate you have thought about the role and done some research on the organisation.

• Ensure you ask open questions encouraging the interviewer to provide you with additional information.

• Show your enthusiasm for the role, even if you have some reservations. These can be discussed at a later stage.