
HOW TO SPARKLE AT INTERVIEW

Make your first impression the right impression

Follow these simple but effective Rubyred Rules to ensure you are successful at interview.

According to research... Its the first four minutes that can get you hired. To be exact within approximately 10 seconds, people begin to make judgments about your professionalism, morals and intelligence.

At interview, employers tend to focus on: What they see (dress, eye contact, movement, etc), What they hear (speed of speech, tone of voice and volume) What you say If you present yourself well initially, then you are more likely to enjoy the benefits of what sociologists call the "Halo effect". This means that if you are viewed positively within the first interview, the interviewer is likely to assume that everything you do is positive. Therefore, if your first encounter is not a good one, the interviewer could mistakenly assume you have other negative traits. Worse, he or she may not take the time to give you a second chance.

Before the interview... Prepare yourself . . .Research, research, research. Find out as much as you can about the company and prepare some questions that you can ask to show your knowledge and interest.

First impression . . . It's most important to be on time, and remember, be conscious of your first handshake, they will - avoid the "bone crusher" or "limp fish" style - practice with a friend if you have to!

Look your best . . . Looking your best will signal success. Wear clothing appropriate to the job you are applying for. But, whatever you decide to wear should show you care about your appearance.

During the interview... Stand until you have been asked to take a seat, and do not slouch!

Sell yourself - attend the interview with a positive attitude and "sell yourself". Even if you are somewhat unsure about the role or the company, never prejudge. If during the interview you think "this is the role for me"; a negative attitude might have already made up the interviewer's mind against you.

Try to relax . . . do not be afraid to ask questions. Almost everyone likes to be asked questions. If you are asked a question you haven't prepared for in advance, take a moment to think through and organise your thoughts before giving your answer- take a sip of water (It's helpful when buying time to think!)

Good eye contact is essential. Do not overdo this as staring is intimidating. Say what you mean. Answer all questions clearly and directly and positively.

During an interview some nervousness is understandable, but watch your body language. Make your words consistent with your body language and appearance, if they are not in tune, the mixed message you send is bound to confuse your interviewer.

Be sure to make the interviewer aware of actual duties you have performed and accomplishments you've made.

Don't be afraid to spell out the obvious.

Don't assume the interviewer knows what your job entailed.

Don't exaggerate, be honest in your assessment of what you have done.

Let the interviewer know your career is important to you.

When talking to the interviewer, using a person's name is a good way to keep a person's attention and shows good attention to detail.

Let the interviewer raise the question of salary, particularly in the first interview, unless you are fairly sure the employer will be hiring you.

Thank the interviewers for their time and express your interest in the role.

It is important to remember that making adverse remarks about either your present employer, former employers or any specific individuals you have worked directly for in the past, always has a negative effect. Always talk positively about past experiences and how you have learned from them.

After the interview... Call Rubyred Recruitment afterwards to tell us how the interview went and if you are interested in progressing further.

Remember…. You do not get a second chance to make a first impression.