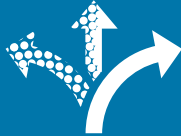


# Interview top tips

**Congratulations!** You have been offered an interview. Follow these tips and you will be sure to impress the interviewer.

## Before the interview:



- ✓ Plan the route and even practice the journey prior to your interview.
- ✓ Know the name and job title of the person interviewing you. Save their phone number in case you get lost or delayed. If you are going to be late you should always ring and let the employer know.
- ✓ Research the job and the company. This can really impress employers.
- ✓ Identify the skills and experience you have which are relevant for the role and will make you the best candidate for the job.
- ✓ Prepare 2/3 questions you'd like to ask the employer at the end of the interview. Don't ask about the wage or working hours.

## What the employer will look for during the interview:



**Time keeping skills** – Arrive 15 minutes before your scheduled interview time.

**Enthusiasm** – Research the role and the company and don't be afraid to ask questions.

**Good communication skills** – Stay calm and maintain eye contact with the interviewer. Remember to smile.

**Good personal appearance** – Dress smartly and wear formal shoes, no trainers.

**Potential for further development** – Interviewers will look for evidence of a genuine interest, passion and the motivation to work hard for them.

**Interest in the job and company** – Research the company, a good place to start is always the company's website.

Interviewers will ask you to demonstrate how you meet the job criteria. Research the skills and attributes the employer is looking for from the job description and think of instances you have met this criteria.

## On the day:



- ✓ Be prepared to talk about why you are the best person for the job and why you want the job.
- ✓ Arrive on time.
- ✓ Make sure you smile and shake the interviewer's hand when you enter the room.
- ✓ Be clear about your strengths, put a positive spin on your weaknesses and be proud of your achievements.
- ✓ Be positive about your strengths.
- ✓ Be honest and truthful.
- ✓ Give yourself time before answering questions and don't be afraid to ask the interviewer to repeat anything you don't understand.
- ✓ Switch your phone off so you are not distracted during the interview.
- ✓ Speak slowly and clearly and avoid using any slang.

## On the day:



**Most employers are likely to ask the following questions, so make sure you have answers prepared so you don't feel under pressure on the day.**

- Why are you interested in this job?
- What experience do you have?
- What are your strengths and weaknesses?
- What is your proudest achievement to date?
- Why do you want to work for this company? / What do you know about the company?
- What are your hobbies / interests?

The Cogent team would like to wish you good luck during your interview and if you have any questions please get in touch and we'll be happy to help.

 **01925 515200**

 **info@coagentskills.com**