



The interview is an essential step in moving your career forward. We at Austin Ray will do all we can to ensure that you have the best possible chance to shine in your interview and so gain the job that you desire. An interview is a two way street and it is important that you get out of the interview as much as you put in. To that end we have created a few notes to help you to achieve the maximum out of this experience.

The Company

First of all make sure that you have some knowledge of the company that you will be going to. You can do this by checking their websites, ringing and asking for company brochures and/or annual reports. It is important that you have an understanding of the culture of the company, its size and also details of the services that it provides as well as any current news items about the company.

The Job

It is important that you know what your new role requires. The client's questions are likely to be directly based around the competencies of the position. Make sure you have examples of where you have experience of the skills and knowledge required. Sit down for half an hour a day or two before your interview putting 2/3 bullet points against each of the criteria of the job and take it with you to the interview so you don't 'dry up'. As the interview progresses mention your points. Remember to take along a copy of your CV as it is useful if you need to check dates etc. Think of some good anecdotes that positively describe your success in your work, list your achievements and so on.

The Interview Preparation

Be prepared for the interviewer to ask probing questions. Sometimes it is also good to say what you learned from a situation, even if it was a negative outcome and how you changed your behaviour as a result. Listed below as some questions that you may be asked, so have a look and try and plan your answers.



Questions you may be asked

- Tell me a little bit about yourself?
- What are your strengths and weaknesses?
- Where do you see yourself in five years?
- What adjective best describes you?
- How do you think your colleagues would describe you?
- Why should we hire you?
- Why are you considering leaving your present job?
- What do you consider to be the ideal job for you?
- What have you been criticized for in the past?
- Why do you want to work for us?
- Can you work under pressure?
- What are your goals?

You will also get the opportunity to ask the prospective employer some questions so think about what is important to you in your next job and make sure that you ask the questions you need to gain this information. Prepare questions prior to the interview – it is OK to have some already prepared. Take a pad and pen to take notes during the interview. Take a 'BRAG' file with you with copies of your Certificates and KPI's, Driving Licence or Passport, league tables, also useful are your commission statements, P60 and production figures together with any incentives that you may have won i.e. conventions, top salesperson of the month, etc. This shows that you have prepared for the interview, and is very powerful in confirming your verbal achievements.

Questions you may want to ask

- What are the people in the team like?
- How am I measured/what type of targets?
- What is the work environment like?
- What plans does the company have for the future?
- What is the company structure?



First Impressions

Interviewers are human too, so they will be forming an impression of you just as you are forming an impression of them. You are not just being judged on your qualifications and experience but also on how you present yourself. Be well presented, dress smartly and formally usually a dark suit, light shirt or blouse with shiny shoes and neat wellgroomed hair. Let your personality come through. Be sure you know where the interview is and allow plenty of time for unexpected delays. Always take a contact telephone number in case you have a problem. Remember the name of the person you're visiting.

Do not denigrate your current or past employers, have positive reasons for leaving your current employer. Also be positive and clear about what you can offer the new employer. Maintain eye contact and try to maintain an open arms posture and don't forget to SMILE!!! Be positive in all that you say and if you do make a negative comment explain why you feel that way and what you have learnt from it, to show that you have turned the situation around. Before you leave the interview, let the interviewer know how you feel about the role, if you want to pursue the position let the interviewer know that you enjoyed the interview and that you would like to go back for a second appointment. If you decide that the interview is not for you, please carry on in a positive way and see the interview through to the end. In a lot of cases, although you may not be interested in this opportunity the Client may be so impressed with you that they discuss other career moves and positions with you OR will get back to you at a later date. Remember always be professional.

And finally

If attending an interview made through Austin Ray call us immediately with your feedback. This will help to crystallise your feelings about the role and also highlight anything that you forgot to ask whilst in the interview. We can also discuss the positive and/or negative aspects of the interview and how you should proceed. We will then contact the client and go through the same process. This ensures that you will know what is happening at every stage of the process.

Lastly, enjoy the experience and **GOOD LUCK!**