

# INTERVIEW TIPS

# FRAZER-NASH

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## Before your interview

Before your interview assemble the hard evidence, your work experience so far, the qualifications you have – think how you can apply these to the role?

Employers are often looking for good communication and presentation skills, ability to solve problems, leadership potential.

Research as much as you can about the company – services, markets, competitors, has it been in the press recently, how many staff does it have, location of offices?

## Get yourself organised

Make sure you know where the interview is, how long it will take and if you need to take anything with you, such as a copy of your CV and the job description. Along with any special instructions given at the booking of your interview. Allow plenty of time for your journey.

## Body language

Whether we like it or not, our body language gives off very subtle signs about us. Research shows body language accounts for 65% of what's communicated, words account for 35%.

Be confident, friendly and open – don't forget to breathe. Wear clean, smart clothes. Try not to wear an item you haven't worn before, it could turn out to be uncomfortable and distracting and remember to turn off your mobile phone.



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## QUESTIONS

**Stay calm, listen and think before you answer a question.**

## QUESTIONS

You will be asked a range of questions and there are some that you can guarantee will come up. Stay calm, listen and think before you answer.

You'll find examples of the most common interview questions asked, and tips on how to approach them in this leaflet.

If the vacancy is engineering related, we'll also ask you some technical questions to get a feel for your technical and analytical capabilities.

QUESTIONS

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# QUESTIONS

## Tell me about yourself

This is usually the opening question and, as first impressions are key, one of the most important. Keep your answer to under five minutes, beginning with an overview of your highest qualification then running through the jobs you've held so far in your career.

You can follow the same structure of your CV, giving examples of achievements and the skills you've picked up along the way. Don't go into too much detail – your interviewer will probably take notes and ask for you to expand on any areas where they'd like information. If you're interviewing for your first job since leaving education, focus on the area of your studies you most enjoyed and how that has led to you wanting this particular role.

## What are your strengths?

Pick the three biggest attributes that you think will get you the job and give examples of how you have used these strengths in a work situation. They could be tangible skills such as proficiency in a particular computer language, or intangible skills such as good management.

If you're not sure where to start, take a look at the job description. There is usually a section listing candidate requirements, which should give you an idea of what they are looking for.

## What are your weaknesses?

The dreaded question, which is best handled by picking something that you have made positive steps to redress. For example, if your IT ability is not at the level it could be, state it as a weakness but tell the interviewer about training courses or time spent outside work hours you have used to improve your skills.

Your initiative could actually be perceived as a strength. On no account say "I don't have any weaknesses" – your interviewer won't believe you – or "I have a tendency to work too hard" this could be seen as avoiding the question.

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## What are your goals?

Or where do you see yourself in five years time?

It's best to talk about both short and long-term goals. Talk about the kind of job you'd eventually like to do and the various steps you will need to get there, relating this in some way back to the position you're interviewing for. Show the employer you have ambition, and that you have the determination to make the most of every job you have to get where you want to be.

## Why do you want to work here?

The interviewer is listening for an answer that indicates you've given this some thought. If you've prepared for the interview properly, you should have a good inside knowledge of the company's values, mission statement, development plans and services or products. Use this information to describe how your goals and ambition matches their company ethos and how you would relish the opportunity to work for them. Never utter the phrase "I just need a job".



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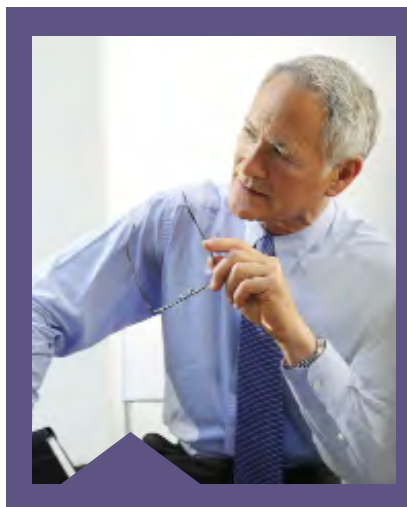
# And some questions you may want to ask

You should always have some questions for your interviewer to demonstrate you are interested in the position. Prepare a list of five questions some of which provide you with more information about the job and some that delve deeper into the culture and goals of the company.

## FINAL CHECK LIST

- Allow plenty of time to get to the interview
- Plan your journey
- Refine your profile & memorise it
- Prioritise your strengths and skills
- Research the job and the company
- Give some thought to how you would structure an answer to a technical question
- Think positively, stay calm and smile

## GOOD LUCK



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