

# HOW TO WIN AT INTERVIEWS

At Hammond-Clarke we know how important it is to be prepared and feel confident for that all important interview. This includes making sure you are in the right place at the right time and know everything you should about the company and its activities. You only have a small amount of time to convince the interviewer that you really are the right person for the role, so to help you we've outlined some essential interview points as well as some major Do's and Don'ts.

**Good luck and don't forget to tell the consultant your feedback from the interview as soon as possible.**

## BEFORE THE INTERVIEW

### **RESEARCH:**

Find out as much about the company as possible – its people, its products, services and competitors. The web is a great way to research such information – ask your Hammond-Clarke Consultant for the web address.

### **PLAN YOUR ROUTE:**

Find out from your Hammond-Clarke Consultant exactly where the Company's offices are (they will have been there – so they will know) Ensure that you allow enough time so that you can park /walk from the bus stop/ train station to the interview and arrive approximately 10 minutes before your interview time.

### **WHAT TO WEAR:**

Think about what you are going to wear before the morning of the interview. Some good basic advice is: business suit in a neutral (pref dark) colour; business shoes, no excess jewellery or face piercings, natural make up, not too much after shave/ perfume and no novelty socks/ties.

### **INTERVIEW PRACTICE:**

However experienced you are at interviews - it's always important to prepare beforehand to give yourself the best opportunity to get the job. More and more these days, employers ask for examples of where you have displayed certain types of behaviour in your current role; for example – good customer service. These types of interviews are known as Competency Based Interviews. Your Hammond-Clarke Consultant will be able to advise you if this is the type of interview to expect. Other standard questions will probably be asked – it is a good idea to run through the answers that you will give if asked these questions with a friend or partner.

### **QUESTIONS YOU MIGHT BE ASKED:**

- Why do you want this job?
- What do you know about our Company?  
(the answer to this shouldn't be – 'I was hoping you would be able to tell me that today')
- Why are you leaving your current role?
- Why did you leave your last position?
- Describe your current role
- Strengths and weaknesses
- What do you see yourself doing in 2/5 years time?
- Describe yourself
- What would your current/previous boss say about you?
- What are your salary expectations?
- Why should we employ you?

Normally at the end of an interview – the interviewer will give you the opportunity to ask some questions of your own – make sure that you have these questions pre-prepared and written down in a notebook. It's fine to get the notebook out at that point of the interview to demonstrate that you had prepared some questions.

# HAMMONDCLARKE

## **QUESTIONS YOU MIGHT LIKE TO ASK:**

- Please describe a typical day
- What training is provided?
- How could the role develop (if at all)?
- Can I see the department that I would be working in?
- I saw on your website about the launch of... can you tell me a little bit more about that?
- I saw on your website that your Company is opening up another office in... can you tell me a little bit more about that?
- What IT systems would I be using?
- Have I convinced you that I have the skills to do the job?

## **QUESTIONS TO ASK YOUR HAMMOND-CLARKE CONSULTANT:**

- Salary, bonus, commission etc
- Holiday
- Benefits
- Progression opportunities
- Format of the interview
- Next stage of the interview
- Who will be interviewing you

Your Hammond-Clarke Consultant is on hand to provide you with any interview guidance and tips that you might need.'

## ON THE DAY

### **THE BASICS:**

- Turn up on time
- Look smart and presentable
- Remember your interviewer's name
- Visit the bathroom beforehand
- Eat a light snack a while before to stop "rumblings"
- Have a fresh breath strip if you are a smoker

### **MAKE AN IMPRESSION:**

- Smile
- Firm handshake
- Don't talk too quickly
- Keep eye contact
- Relax and allow your personality to show through – remember the interviewer has chosen to see you because of your experience and the interview you had with your Hammond-Clarke Consultant

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## DO'S AND DON'TS

### **DO'S:**

- Be positive, sit up straight and keep arms unfolded
- Listen and look interested!
- Concentrate and make frequent eye contact
- Reply to questions clearly and concisely

### **DON'T:**

- Be late – arrive 10 minutes early
- Criticise current or previous employers
- Fidget or waffle
- Interrupt the Interviewer – although they may interrupt you
- Be afraid to sell yourself – you want this job!
- Get stressed! You have the skills and experience, relax and be yourself

And after all that – give your Hammond-Clarke Consultant a ring to let them know how you got on...

**Good luck!**