

## Interview Techniques

Attending an interview can be quite a daunting experience for some people. To assist you with interviews we have listed some do's and don'ts that are designed to help you relax.

### **The minimum expectations from a Company are that you do the following:**

- Attend the interview looking smart and wearing business dress
- Arrive early
- Research the Company you are applying for
- Check travel arrangements
- Make sure you know where you are going, you do not want to get lost!

### **The minimum expectations from your perspective are as follows:**

- Attend the interview looking presentable and in business clothing
- Arrive early
- Do your research on the Company
- Try to be positive but not arrogant in the interview, make a good impression
- Clean your shoes!
- Do not slouch when being interviewed
- Be polite
- Listen to the interviewer
- Expect unexpected questions
- Do not interrupt the interviewer, remember, it is their Company not yours
- If you need glasses don't forget them!
- Take a pen and note book
- Keep eye contact, body language is important
- Do not take a mobile phone with you, if you have to then SWITCH IT OFF.
- If you have a disability make sure the Company are aware of it so that they can make the appropriate facilities available (i.e. wheelchair access, deaf, blind or partially sighted)

Remember the interview process is not a one way street, you have to be sure that the Company is the right one for you too. Do not be afraid to ask questions during the interview, please wait to be invited to ask questions though.

By following these hints and tips you will feel much more at home during the interview process. Remember, we are here to help you and will assist you in any way we can to make sure you are as prepared and relaxed as you can be.