**Interview Preparation Guide**

**How to Prepare:**

**Research the Company:** Understand the company’s mission, values, products, services, and recent achievements. Familiarise yourself with their industry, competitors, and market position.

**Understand the Job Description:** Carefully review the job description to understand the required skills, experiences, and responsibilities. Be prepared to explain how your background aligns with the job.

**Prepare Your Responses:** Practice answers to common interview questions and be ready to discuss your experiences using the STAR method (Situation, Task, Action, Result). Tailor your responses to highlight your relevant skills and accomplishments.

**Know Your CV:** Be prepared to discuss any part of your CV in detail. Be ready to explain your career progression, job changes, and any gaps in employment.

**Prepare Questions to Ask:** Have a list of thoughtful questions to ask the interviewer about the role, team, company culture, and career development opportunities. This shows your interest and helps you evaluate if the company is the right fit for you.

**Practice Your Elevator Pitch:** Craft a brief, compelling summary of who you are, your background, and what you’re looking for in your next role. This can be used to introduce yourself at the beginning of the interview.

**Plan Your Journey:** Ensure you know the interview location and plan your route in advance to avoid being late. Aim to arrive at least 10-15 minutes early.

**Dress Appropriately:** Choose professional attire - when in doubt, it’s better to be slightly overdressed than underdressed.

**Bring Necessary Documents:** Bring a copy of your CV and any other documents requested by the employer. Also, bring a notebook and pen for taking notes.

**Practice Good Body Language:** Maintain eye contact, offer a firm handshake, and sit up straight. Show enthusiasm and confidence through your body language. Practice with a friend or in front of a mirror if necessary.