



## Face-to-face interviews

They are usually around an hour but leave enough time in case they roll over. Sometimes a presentation may be required, meeting the team, or carrying out an assessment. It is completely credible to ask your recruiter or the person who arranged it what the structure will be, what to prepare for and who you will be meeting. Below are a few points that will help you to give the best account of yourself and be fully prepared.



- **Location** – Research where the office is, know the exact address, and plan how are you going to get there on the day. What train should you get or what will the traffic be like? Print out a map or write down the address. You don't want to be let down by Google maps not working when you are lost 30 minutes before the interview.
- **Time** – Get to the office with plenty of time and arrive at least 15 minutes before. Even if you grab a coffee opposite or sit in your car for 30 minutes. It is better being too early than rushing in late. An interviewee arriving 10-15 minutes before shows a great level of enthusiasm and lets you get fully relaxed before you go in.
- **Dress to impress** – First impressions really do count, even if you know the business is slightly more casual, it is better to be over than under dressed. It is noticeable when people have made the effort to be presented well.
- **General etiquette** - Even if you are nervous be polite to the receptionist or person showing you to the meeting room, they could be your future colleagues or part of the interview process. From the moment you walk into the office you are being assessed. If you are offered a glass of water, take it. It will help clear your throat and assist with nerves. Greet with a solid handshake, good eye contact and a confident smile. If you are given a business card, don't put it in your bag, place it on the desk in front of you to help you remember their names.
- **Preparation** – Before you set off, print copies of useful documents including: your CV, it's a great prompt to help when talking about yourself; a copy of the job description, highlighted with any key points you might be wanting to discuss or would like to know more about; and a professional notepad with 5-10 questions written down to ask the interviewer at the end – this will show professionalism, preparedness and a genuine interest in the opportunity. Lastly, turn off your mobile, it is an unwanted distraction.
- **Body language** – Sit up straight, maintain eye contact, and always look alert and engaged. Building a relationship with the hiring manager is as important as the answers to the questions asked. It is a two-way relationship so asking questions and being polite is as valued as how technically competent you are.



Once the interview has finished, thank everybody for their time and say you are looking forward to hearing the feedback. It will also be useful after the interview if you write down any notes on what went well and areas of improvement. If you have recruitment processes on with a few employers, having a list of pros and cons will help with your decision making. When you are travelling you will probably be ready to switch off and unwind but think about your commute home, was it easy, what was the cost, and could you be doing this journey every day? It's a big part of life.

When you get home, speak with your recruitment consultant, especially while the interview is still fresh. They will be wanting a debrief but will also have a call booked in with the client to give them your thoughts. Passing on that you really enjoyed the meeting, and it went well, will help inform them when making the decision on if they offer you the role.

Good luck and if you have any questions feel free to get in touch!