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**Interview: How to make it a success!**



Corporate  
Member



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# Interview Tips

## Essential tips

Studies show that potential employers make their decision within 4 minutes of meeting you.

## Do your research

Know about the company, find out as much as you can about them starting with their website – what do they do, who are their main customers/suppliers, how successful they are, plans for the future, their history, their structure and know about the role.

## Understand the structure of the interview

What it will involve, length, location, who is interviewing you, the type of interview, will there be aptitude/ability test.

## Look smart

Always make sure you are dressed appropriately.

## Be on time

Plan your journey beforehand to ensure you arrive 10 - 15 minutes early.

## Be responsive

Be confident, firm handshake, smile and think about your body language.

## Ask questions

Prepare & practice some questions to ask at the interview – this indicates your level of interest in the company and the role. Be specific and succinct in your answers, sell yourself and the impact you could have on the team and the business itself.

## Listen and answer the questions asked

Answer the question they ask, not the question you want to answer, never lie or exaggerate.

## Show enthusiasm and energy

Sit up straight, speak clearly, relax and enjoy the conversation and be positive.

# The Interview

Prepare for common interview questions. Saying you are 'a good leader' or 'a team player' needs to be supported with examples. Each time you reference one of your skills you should support it with an example to prove to the interviewer that your skills are genuine.

## Typical Questions to prepare for

- Tell me about yourself
- Why did you/are you leaving your current role? (they will be looking to see your motivations for moving roles)
- Why do you want to work here? (they will want to see if you have done any research)
- What are your strengths?
- What are your weaknesses?
- Where do you see yourself in 'X' years time?
- Why should we hire you? (why do you want this job, why should they choose you?)
- What salary are you looking for?
- What motivates you?
- How do you handle criticism?
- What have you done about your job search so far, have you been for other interviews?

# The Interview

## Competency-Based interview questions

These are scenario-based questions usually asking you to give examples based around your adaptability, communication, dealing with clients, problem solving, achieving results, working in teams, dealing with change.

The questions will normally start with:

- Give an example when....
- Describe a time when....
- Tell me about a time when you....
- Describe a recent situation when....

## Using the STAR technique can help:

- 🌟 **Situation:** Give some context to the story you're about to tell, outline where you were and why you were there.
- 🌟 **Task:** Describe what you were doing and if you faced any challenges whilst doing it.
- 🌟 **Action:** Then explain the actions you took to complete the task and how you tackled any challenges you faced.
- 🌟 **Results:** Finally, reveal the outcome, this should demonstrate your skills, what you achieved and also anything you learnt from the situation

# The Interview

## Role specific Competency-Based questions

Questions based around the specifics of the role and the skills and qualities required, usually asking you to give examples on how you can develop others, demonstrating your innovation, how you can impact and influence a team, how you build relationships, self-management and strategic thinking.



## The Next Steps:

- Agree the next steps from person interviewing you, is there a second interview, who will contact you and timescales as to when?
- Thank them for their time and that you look forward to hearing back from them.
- If you are really interested in the role then make sure you tell the interviewer this.
- Ring Kinetic Recruitment to give feedback on the interview, and we will gain feedback from the client for you.
- Learn from every interview you go to.

Good Luck!

