

## Interview advice

- Check the date, time and location of your interview in advance, ensuring you have pre-planned your journey, leaving plenty of time for unexpected delays.  
Contact your Insight Consultant immediately if you are, or anticipate being delayed!
- A prospective employer wants to feel that you genuinely want to work for them, so researching the company is essential.  
Do not limit your research to their web-site. Check for press releases on the company and use search-engines for an external perspective.  
  
Always be positive about previous organisation's, teams and people that you have worked for.  
  
Do not use negative comments about your current or previous employer, as this can reflect negatively on you, or your ability to adapt to new environments or teams.
- Take any references, certificates and Visa/Work Permit information likely to prove beneficial.
- Dress conservatively and smartly – no-one was ever discounted for a job for being too smart!
- Turn off your mobile!

## Here is a list of possible questions that you may be asked.

- What do you know/enjoy about this industry?
- What do you know about this company ?
- Tell me about yourself?
- What are your strengths?
- What are your weaknesses?
- What changes in the workplace have caused you difficulty and why?
- What do you consider to be your greatest achievement in your career to date?
- What do you like least about your current job?
- What do you like most about your current job?
- What do your staff/colleagues/superiors think about you?
- Do you prefer to work alone or in a group? Why?
- What kind of people do you like working with or find difficult to work with and why?
- Give me an example of when you haven't got on with others?
- Why do you want to leave your current employer?
- What are you looking for in a company/your next career move?
- In terms of your career, what would you like to be doing in five years time?
- Are you a self-starter/self-motivated? Give me examples to demonstrate this?
- How do you measure your own performance?
- How do you feel about working long hours and/or weekends?
- What can you bring to this organisation/department/role?
- This organisation is very different to your current employer - how do you think you are going to fit in?
- Why are you the best person for the job?

Be prepared to ask questions – an interview is a two way process.

Example questions:

- Who are the company's main competitors?
- How has the current economic situation impacted on your business model?
- What are the company's plans for future expansion/new products or services?
- How would these plans impact upon the role?
- How would the company anticipate your career progressing?

Finish the interview with one of the following positive closes:

"Having interviewed me, would you be confident that I have the skills and attributes required for this role?"

or

"Having interviewed me do you have any reservations about my ability to do this role?"

or

"From what you have told me about the role I am very interested. I am very impressed with the company and after meeting with you, I really feel I would like to work here.

If you offered me the position, I would like to confirm now, that I would accept!"