

## Candidate Interview Preparation

You only get one chance to make a first impression. The following steps should ensure you are in the best position to maximise your chance of success in an interview.

### Telephone Interview

1. Be prepared - this is a business call, not a friendly chat. Pre-research the company (company website, Google etc), read the job specification and have questions prepared.
2. Always discuss the role/company and what is on offer with your consultant a few days before the interview.
3. Your objective should be to secure a face to face interview.
4. Ideally call from a landline - avoid calling from loud or distracting places.
5. Have a copy of your CV with you.
6. Have a pen & notepad for notes and your pre-prepared questions.
7. Call your consultant immediately after the interview as quick feedback shows the manager you are interested.

### Face-to-Face Interviews

1. Be prepared. Pre-research the company (company website, Google etc), read the job specification and have questions prepared.
2. Always discuss the role/company and what is on offer with your consultant a few days before the interview.
3. Your objective at the interview is to gain as much information as possible so you can make an informed choice when made an offer of employment and to answer all questions and issues from the interviewer.
4. Plan your journey well in advance and aim to arrive early.
5. Dress smartly with a conservative appearance.
6. Use a firm handshake, smile often, make eye contact, and use the Interviewer's name.
7. Be primed to sell yourself within 30-60 seconds – why they should employ you.
8. Take a copy of your CV and know it.
9. Make sure you can answer in depth questions on your area of expertise. If possible have with you documentary examples, e.g. project plans, system schematics, code, screen shots etc.
10. Take a pen & notepad for notes and your pre-prepared questions.
11. Always make sure the client know you are interested.
12. Call your consultant immediately after the interview, as quick feedback shows the manager you are interested.