



Top Tips for Interviews

Telephone:

Preparation:

1. Treat it just like a real interview, as it is one. It is very easy to relax too much and start using slang or swearwords.
2. Make sure you are ready to take the call 5 minutes before the interview.
3. If they are calling you on your mobile make sure it has a full charge.
4. Make sure you have ample signal.
5. If you are on a shared phone make sure everyone else in the house/office knows that this is an important call and you're not to be disturbed.
6. Make sure you're in a quiet area and able to hear and be heard. If you're outside and it's windy, move into a sheltered spot.

The interview:

7. Stand-up and even walk around. Moving about, rather than sitting, when being telephone interviewed makes you sound more enthused and confident
8. Telephone interviews are shorter than the face-to-face interviews and you may find the interviewer cutting you short. Don't panic they are just trying to get the salient points.

Face-to-Face:

Preparation:

1. Don't 'wing' interviews. Prepare for them.
2. Read through your CV, covering letter and job description again the night before.
3. There are some questions that are often asked such as: 'Why do you want to leave your present employer?', 'What is it that interests you about this role?' and 'Where do you see yourself in 5 years time?' It may be worth thinking in advance about how you would answer these questions.
4. Think about what information you want the interviewer to know about you so that you can look to include it in your answers to relevant questions.

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5. Be prepared to engage intelligently about them if you are asked about the interests you listed on your CV. It is a real chance to show that you can think. You would be surprised how many people come unstuck because they said they were interested in (say) current affairs but then don't expect to be questioned on it.
6. Research the company thoroughly before the interview. Read their website, Google them particularly for recent news stories and research the interviewers too.
7. If the role is for a creative or design role, make sure you take your up-to-date portfolio or work examples.
8. Make sure you know where you are going and how long it will take you to get there so that you are not late.
9. If you do get delayed, call in as soon as possible to advise them. It does happen, so don't panic
10. Make sure you know who you are meeting with at the company.

5 Minutes before:

11. Make sure you turn your mobile phone off before arriving
12. If you smoke, don't smoke 30 seconds before walking into the interview, you will smell.
13. Don't chew gum!

Greeting:

14. First impressions count, so a firm handshake is important. With regards to dress code, always over-dress not under-dress. If you are not sure, go smartly dressed.

The Interview:

15. Never bad mouth a previous employer.
16. You will always be asked if you have any questions at the end of the interview - make sure you have some to ask. Never ask about salary or benefits.
17. Ask for a business card and check whether it is ok to email questions after the interview. Invariably you will walk out of the interview and 5 minutes later think of something else you needed to know.
18. Don't be afraid to ask how you did.
19. Ask what the next stage will be and in what timescale they are looking to make a decision.

And Finally:

20. Email a "thank you for meeting email", but don't stalk them.
21. If you are offered the job, it is ok to think about it overnight.

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