



Shannon Interview Preparation

The interview is your opportunity to convince them you are the person for the job.

Before the interview:

Preparation

Preparation is all-important; this demonstrates your desire to do well, your ability to plan, to organise and to think ahead. It is very important to research the company's history and be able to talk knowledgeably about this at interview.

Research the interviews

Areas to research include:

Website

Press

Professional Institutes

Networking

Questions to answer include:

What is their business? Are they part of a larger group?

How many employees do they have?

Who are their competitors?

What is their company vision?

Prepare sample questions and answers, common interview questions include:

Why are you seeking new employment?

What do you know about our company?
What attracted you to this organisation?
Why do you want this position?
What can you offer us?
What qualifications or experience do you have that would make you a success in this company?
What are your own special abilities/skills?
What are your strengths? Think of 5 prior to the interview
What are your weaknesses? Think of 3 prior to the interview
What jobs have you enjoyed most? The least? Why?
What is important to you in your job?
What have you done that shows initiative?
What job in our company do you want to work towards?
Where do you see yourself in five years time?

Appearance

Take care to make sure that crucial first impression a good one. Here are a few things to remember:

Be smart, clean and well groomed
Limit make up, perfume/aftershave and jewelry (this will only distract the Interviewer)
Unless advised otherwise wear business attire
Wear something different to the 2nd interview

Thing to take to the interview

Copy of your Curriculum Vitae
Any references/referrals
Examination certificates

Take just one bag or briefcase

Remember to turn off your mobile phone (or at least put it on silent)

Getting to the interview

Take clear travel directions and research the location

Maps your route ahead of time

Allow travel time

Arrive early

During the Interview

Disposition

Your handshake should be firm and confident

Stay calm, don't fidget

Be polite

Be yourself, be honest

Show a real interest in the job

Ask for clarification first if you don't answer a question you don't understand

Speak clearly using positive words

Maintain some direct eye contact with your interviewer and smile.

Questions to ask the Interviewer

They may have covered all the information you feel necessary but here are some you may like to ask:

What training opportunities are there?

What promotional prospects are there?

When will you be making a final decision?

You may wish to clarify the salary and benefits if you're not sure but only if the interviewer discusses this topic first.

Leaving the interview

Leave a positive impression

Smile

Thank the panel

Tell them how you look forward to seeing them again

Shake hands

After the interview

Contact your Consultant to tell them what you thought about the interview.

They will give you feedback and prepare you for the next stage.