

# preparing for the perfect interview

## The Interview Process

**The fact that you have been invited to interview is a sign that your experience and CV have impressed. The next step is to demonstrate how your skills apply to the job you are interviewing for. As job interviews are rarely regular occurrences it is difficult to know what is expected.**

Based on client feedback there are a number of key pointers to be aware of:

- Preparation:** The key part of any interview process is to fully prepare yet many fail to commit enough time. With thorough preparation you will be ready to respond effectively to questions and display knowledge of yourself, the job and the company to which you are applying.
- First impressions:** An interview may last for more than an hour but studies have shown that a lasting impression is formed within the first four minutes of meeting. Try to create the best first impression you can – a warm smile and firm handshake will help.
- Body language:** Non-verbal behaviour plays an important role in the interview. Good eye contact is essential. It conveys your interest in the job and helps you gauge the interviewer's reaction to what you are saying.
- Answer questions fully:** Avoid yes and no answers and expand as fully as possible. Use examples from several different experiences, rather than concentrating on just one aspect of your life and try to tailor your answers so that they specifically apply to the question asked. Take your cue from the interviewer.
- Listen:** Always listen fully and ask for clarification if you need it. This not only helps you to answer the question asked but also demonstrates confidence and control.
- Be your self:** Do not be scared of making mistakes. The interviewer will want to hear your thought processes and is looking for experience, enthusiasm and potential. This will allow your personality to shine and enable the interviewer to decide if you will fit into the organisation.
- Ask questions:** This shows interest in the role and also demonstrates your preparation. If the opportunity is not offered, ask if there is time to do so. This is your opportunity to find out more about the role and the company.

Finally thank the interviewer for their time and reiterate your enthusiasm for the job for which you have applied. Always end the interview on a positive note and if appropriate ask what the next step will be.