



## **❖ Be on time**

Plan your journey in advance  
Find out how to get there and how long it takes  
Allow plenty of time to arrive with 10 minutes or so to spare so that you can relax, use the cloakroom, get your bearings, etc.

## **❖ Create the right impression**

Appearance is important  
Dress smartly/appropriately in well presented clothes & shoes  
Hair should look well groomed  
Avoid strong perfume/aftershave, excessive make-up and jewellery  
Do not drink or smoke prior to interview

Smile and shake hands firmly on first entering the Interview  
Sit down when asked  
Maintain eye contact with the person questioning you and direct your answer to him/her  
Show enthusiasm  
Speak clearly  
At the end of the Interview, smile and thank them for their time and shake hands again, if offered.

## **❖ Be well prepared**

Do some basic research on the Company – ownership, finance, history, size, product/service, markets, etc.

You can find this information from:

- the firm's own public relations department
- business directories in the Open Technology Centre
- company information files in the Open Technology Centre
- Annual Company Reports in the Open Technology Centre
- Companies House
- Search the Internet

Find out about the job – what skills, experience does it require?  
Prepare a list of things that make you suitable

### ❖ **Anticipate questions**

Prepare answers to frequently asked interview questions

- What are your strengths/weaknesses (don't admit to more than one!)
- How would you describe yourself?
- Why do you want to work here? In this job?
- What are your achievements?

.....“don't know/can't think” is not an acceptable answer

Listen to the questions – ask for clarification if you don't understand

Have one or two questions of your own ready to ask if the opportunity is given

Make sure they are relevant and don't ask them if they have already been covered e.g.

- How is staff performance monitored?
- Is there any training that I might benefit from?
- Is the company planning to expand?

Avoid questions about your own benefits – salary, holidays, etc

This information has been collated from books held in the Open Technology & UK Online Centre.

