

It's a Fact!

“No-one gets a second chance at a first impression”
Did you know that most people form an impression of someone
within 8 seconds of meeting them?

Hints for Interview Success!

Interview preparation

Be prepared! You only have one chance to make a first impression.

Make sure that you:

- Know the exact place and time of the interview, the interviewer's full name and how to pronounce it;
- Prepare the questions you will ask during the interview. Remember that an interview is a “two way street”; The employer will ask questions to decide if you have the skills necessary to do the job. You must learn whether the company will offer you the job and opportunities you seek;
- Ensure you have enough detailed understanding of the position, the team environment and the organisation before the interview - check out their website and do a little research;
- Allow plenty of time to get ready and arrive at the interview unflustered. Plan how you'll get there, where you'll park, etc.

Making the right impression

Presentation is about marketing yourself to the interviewer and demonstrating how you would perform as part of their team. Effective presentation means looking the part, promoting a professional manner, dressing appropriately for the industry and the position, and revealing your preparation for the interview.

- Plan what you're going to wear beforehand and make sure your clothes and shoes are clean and in good repair. Dress appropriately for the Company and for the position you're applying for;
- It's fine to show some personality in your dress, but don't overdo it;
- Don't wear too much make up or jewellery (particularly facial jewellery);
- Make sure your hair is clean and tidy;
- It may seem obvious, but wear deodorant (not too much perfume or cologne);
- Try not to be too nervous, try to think of it as a business meeting. They want to make a good impression upon you just as much as you want to impress them.

Prepare answers for these questions

- What are your strengths?
- What is your major weakness? (Think of something that could be considered a strength eg: being stubborn).
- What are your career ambitions/aspirations?
- What do you like most about your present job?
- Why do you want to leave?
- Why did you choose this career path?
- Why would you like to work for our company?
- What do you want to be doing in your career in five years time?
- Which job did you enjoy the most and why?
- Team work is very important to us. What evidence do you have to prove that you are a good team player?

Behavioural Interviewing

Behavioural interviewing is based on the idea that past behaviour is the best indicator of future performance in a similar situation.

A list of questions is then designed to elicit details of your behaviour in past circumstances (probably similar to circumstances you would encounter in the new position), which indicate the level to which you possess these key attributes.

To do well in a behavioural interview, prepare examples of particular situations that you can discuss without having to pause too long for thought. By considering possible questions and answers in advance you will also be able to maximise the positive impression you make, reinforce your interest in the position, and develop strategies for dealing with any more 'difficult' questions that you may encounter.

Typical questions used in a behavioural interview are:

- Tell me about a situation where you have two important deadlines to meet, and you could only achieve one within the timeframe.
- How did you decide what to do?
- What was the result?
- Have you ever had to deal with a very angry customer when you were unable to refer the problem to a supervisor?
- What did you do?
- How did you make that decision?

Interview do's and dont's

Do's: Tips for making a good impression

- Be professional and polite with everyone. When you arrive, state clearly who you are and who you are there to see. Be punctual and prepared;
- Feel confident about yourself. Knowing you look good and that you are well prepared will go a long way to boosting your confidence;
- Smile – it will relax you and make others receptive to what you have to say;
- Be positive and polite about any delays during interview, and when answering questions;
- A firm handshake is essential. Good posture and eye contact will make you appear confident and will help your interviewer to feel comfortable with you;
- Avoid the temptation to be too informal. Even if your interviewer has a relaxed and friendly style, they are still trying to assess you as a potential employee and representative of their company;
- Be prepared for your interview, as it will help you to answer questions in a concise and relevant way, and will enable you to demonstrate knowledge of the company and a real interest in the position.

Dont's: Common interview blunders include:

- Poor interview preparation. A lack of thought about the position or research about the company;
- Poor posture. Failure to maintain eye contact or scowling or fidgeting through nervousness;
- Poor diction or grammar, an inability to express thoughts clearly;
- Being overly friendly. Inappropriate behaviour in an interview situation such as talking too much about personal circumstances, swearing or using other inappropriate language;
- Being negative about present and former employers, the company, its staff or procedures;
- Over-emphasis on the salary, not the job itself. As a general rule, you should not ask about salary, holidays, bonuses etc at the first interview unless the employer has introduced the subject;
- Arriving too late or too early. Arriving flustered and unkempt.

After the interview

Call your Consultant at Legal Eagles after the interview to advise how it all went. The Consultant needs to speak with you before speaking to the client to know if you're interested in the position.

Good Luck!