

HINTS & TIPS SHEET VOL:2

HOW TO PREPARE FOR AN INTERVIEW



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Congratulations – you've landed an interview! This is your opportunity to demonstrate how you are the perfect fit for the position. However here at Plus One we understand that an interview can fill some with dread. Luckily, we have summed up how you can best prepare to ensure success.

READ THE JOB DESCRIPTION

When it comes to interview preparation, the job description is your most useful tool. Read through it to help you understand the qualifications, qualities and background the hiring manager is looking for. If you have followed our advice on How to Write a Good CV, you will already have found a lot of this out.

Understanding the job description will tell you more about the company and will help you to think about the kind of questions the interviewer may ask. Use the information you discover to decide which of your qualities and qualifications you want to showcase in the interview. Review your CV to identify skills you have that the job description asks for, and remember to emphasise these. Try to think of ways that your skills and experience will benefit your potential employer. You must be familiar with your CV and be ready to answer questions about it.

RESEARCH THE COMPANY

It may seem obvious, but gathering a full understanding of the company and the position you are applying for will allow you to determine how you will fit in with the employees and the overall culture in the company – which is a question you may be asked. Interviewers expect candidates to

have a good understanding of what their company does, so research is essential. The best places to start researching the company are their website, "About Us" and "Company History" page. If they have mission and values it is wise to learn these.

Always check out their social media pages and any industry news, press releases or blog articles. If you find some information about the company you would like to know more about, bring this up in your interview. This displays your interest and it may impress the interviewer. Don't forget to consider aspects such as how big the company is and how it is divided, who their customers are – and their main competitors, as this can be a common interview question. Your Recruitment Consultant at Plus One will have in depth information about the job role, and will provide you with this before your interview, as well as answer any questions you may have.

PRACTISE YOUR ANSWERS

Reviewing common interview questions is very useful when preparing for an interview, and can help you to present yourself as positively as possible. Remember the skills you wanted to emphasise? Think about the kind of questions that may be asked where it would be appropriate to factor these into your answers. Read our cheat sheet on Common Interview Questions for more help.

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ASK QUESTIONS

Asking well thought-out questions about the company and the role can help make a great impression. Prepare several questions to show you are interested in learning more about the company, and that you have a thorough understanding of the role.

TRAVELLING

Determine where your interview is, how long it will take you to get there and the mode of transport that will be most convenient. Planning out your travel can ensure you arrive on time, which demonstrates your professionalism and time management. Furthermore it is likely you will be nervous before your interview, so having your travel planned out can give you one less thing to stress about.

Leave early to account for traffic or delays. Arriving 15 minutes early shows that you are interested in the position, and you can use that time to mentally prepare and review your CV. Visit the interview location a few days before the meeting. If you don't have time, look at train timetables and potential travel disruptions.

It is always wise to research where to park and how to pay ahead of time. If you do encounter some unexpected travel issues, make sure you have your interviewers contact information so you can call and explain. It is not a nice call to have to make, but generally people are understanding and will be appreciative that you called ahead.

LAST BUT NOT LEAST

It is likely that the interviewer has access to a digital copy of your CV already, but bringing a hard copy to the interview shows that you are prepared.



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