

## Candidate Advice

### Interview Checklist

#### **Before the interview**

- Use the information provided by us to research the company
- You should also be able to get extra information from the internet
- Prepare a list of questions to take in with you
- Prepare 10-15 questions as invariably a lot will be answered during the interview
- Do a dry run of the journey, so that you know exactly where you are going

#### **During the interview**

- Ask salient questions about the job and the company, but stick to about 3 questions
- A strong handshake and a confident smile will start you off in the right way
- Answer questions concisely; if they want elaboration then they will ask
- Interview them as well
- Wear a suit
- Arrive 5-10 minutes early
- Ask them at the end of the interview whether or not they have any concerns about progressing you onto the next stage
- Let them know at the end of the interview that you are still interested in the role
- Appear enthusiastic; this is first thing that disappears with nerves
- Never criticise current or former employers or colleagues

#### **After the interview**

- Call us with your feedback
- Send us an email to forward to the interviewer expressing your interest in the role and thanking them for their time

#### **Dos and Don'ts**

- Be positive about your skills and experience
- Give the interviewer space to talk showing that you are a good listener as well as talker
- Smile and display good eye contact
- Don't have a cigarette on the way to the interview
- Don't exaggerate or lie about your experience
- Leave questions about salary, holiday, benefits etc until the second interview
- Avoid a late night before the interview; you will need to be sharp and alert
- If during the interview you become unsure about whether you are interested in the role, do not let them see that. In hindsight you might decide your concerns are unjustified when you have more information about the role.

## Typical Interview Questions

This list is by no means definitive but the following provides illustration of the types of question that may be asked:

- What do you feel your greatest achievements relating to work have been?
- Describe your approach to building and managing relationships
- What is your management style and how do you develop your team's skills
- How would your team describe you?
- What are you motivated by?
- How do you handle change?
- How ambitious are you and what are your ongoing career goals?
- Why does this role interest you?
- What could you bring to this company that other candidates couldn't?
- How would your friends describe you?
- Reason for leaving/wishing to leave current role
- Notice period
- Qualification Number and dates of qualification
- I.T. skills and experience
- General questions about the company i.e. when they were formed, size, and customer base etc.
- Salary expectations

## What to Do When You Get a New Job

### **Handing in your notice**

- Wait until you have received written confirmation of your new job offer
- Depending on the situation you may wish to have a chat with your boss before you give them a resignation letter
- In the letter thank them for the opportunities that they have given you
- Discuss notice period
- End the letter on a friendly note
- Ask them if they would be willing to provide you with a reference

### **What happens if they offer you something to stay?**

- Remember that it is in their best interests to keep you there, as it saves them the cost of rehiring and the time to train a new member of staff
- A large proportion of people who are persuaded to stay with an employer end up leaving within six months anyway
- Remember why you chose to leave in the first place
- If they offer you more money your future pay rises may be minimal or non-existent
- You do not want a potential future employer to think that you have simply used them to gain an increase in salary with your current employer
- It is always better to approach your employer to candidly discuss money if you do want a pay rise, rather than hold them to ransom after you have been offered a new job

**We recognise that handing in your notice can be a nerve wracking time. We are here to offer you help and advice throughout the process. If you need assistance composing your notice letter then please do not hesitate to contact us.**