



Interview Tips

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"The Ultimate Job-Seekers Resource"

'Interview Tips' is one in an original series of Fact-Sheets produced by CV Master Careers. Available to download for free at: <http://www.cvmaster.co.uk/career-downloads/>

The Obvious

Be on time

It is so simple yet so difficult! Be kind to yourself; get everything ready the night before. Plan your route and try to arrive early. If you are super-organised you could try a dry-run the day before to ensure that you know exactly where you are going. If this is not possible consider using a route planner or map service such as Multimaps @ www.multimap.com, you still need to make sure you leave in plenty of time.

Be Prepared

Have a copy of your CV to hand (make sure it is the same copy you sent to the interviewers), re-read your CV the night before so that you can be prepared to back up any statements. If you have any supporting documentation, take it with you.

Prepare some answers to commonly asked interview questions. Some example questions with directions on how to answer them can be found on the [Career Advice](#) page of our [website](#)

Smile

If you are nervous it will show but a genuine smile will demonstrate that you are friendly. Remember that the interviewer may well be nervous as well. Be positive and the nerves will melt away. Fake it until you make it!

Wear appropriate clothing

Each industry sector has its own style of dress. Be observant and try to fit in to your environment. Visit beforehand if this will help you. If it is raining, take an umbrella. It is the small touches that will make you stand out from the competition.

Know your Industry

Ensure that you keep up to date with recent developments. If possible give examples relevant to topical issues in response to questions. Most sectors have newsletters or will add you to their mailing list. Show that you have an interest in what you are doing. Some companies will offer to e-mail you vacancies as they come up.

The Not So Obvious

Be Personable

Try to make the interviewer like you. If you are trying to integrate into their working environment it helps if they think you will fit in. Please don't try too hard, but bear it in mind.

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Make good eye contact

This is especially difficult at Panel Interviews. Practise with friends if you find this hard.

Assess the Company

Don't forget to try to establish if you would be happy to work for the company. Be honest with yourself. Ask questions if you need to. Do not allow yourself to become overawed by the process; it is your life after all.

Try to find out as much about the company as you can beforehand. Some research is better than none. If you are serious, companies often give out copies of their annual report. The Internet is a great tool for this.

Be relevant

Think before you answer. Try to give recent examples to any questions asked. Do not rush your answers; make sure you know what is being asked before answering.

Finally

Don't worry, do your best; that is all anyone can do!