

The Performance Group

The CV, your "Personal Advertisement" worked! You got the interview. To make sure that you have the best chance of getting the job you have to "Sell" the product – you! To help you succeed try putting some of the following points into action.

Preparation

- Find out about the company to which you have applied. What do they manufacture, distribute or sell? Where are they based? What other firms are part of the group?
- Make sure that you understand the information. A prospective employer will be impressed with your interest but not if you don't understand what you are talking about.
- Prepare 3 or 4 questions for the end of the interview. E.G. What will I be doing? What training will I receive? What opportunities are there for advancement? Leave questions concerning salary until the end.

Timekeeping

- Arrive punctually, no more than 15 minutes before your appointment. Arriving too early shows that you have not managed your time properly.
- Sometimes delays are unavoidable. If this happens to you, let the company know. It is good manners.

Dress

- Your dress for an interview should be appropriate to the job you have applied for. However you dress it should always be clean, neat and smart.

Nerves

- Everybody is nervous at an interview and the interviewer will make allowances for this. Before you go into the interview take a couple of deep breaths and remember to smile.
- When you sit down, be comfortable and relax. Look at the interviewer, particularly when you are asked or are answering a question.

Answering Questions

- The interviewer will base some questions around the CV you sent. It would be wise to anticipate the type of questions that you are likely to be asked and prepare an answer.
- When asked a question, pause before answering. This shows the interviewer you are thinking about the question

Asking Questions

- An interviewer will always give you an opportunity to ask any questions that you may have. Use those that you prepared.
- A good interviewer will probably have covered most of the points for which you have prepared questions. If this happens tell the interviewer, "I did have a number of questions but you have covered everything I had wanted to know". Just answering "no" gives the impression that you have nothing to ask.

Ending the interview

- At the end of the interview thank the interviewer for taking the time to see you and ask when you can expect to hear of the outcome if it has not already been covered.