

## Top tips for your interview

Recruitment is a two-way process, this is not just about someone assessing your suitability for a job, but it is also your chance to see if you think you will like working at the company.

We've pulled together some pointers, so you can make the right impression but above all else you need to be sure the role and company will be right for you!

### 1. Research, research, research

- a. Find out all you can about the company you will be working for. What do they do, how many customers do they have, what are the key messages in their websites / Facebook / twitter feeds?
- b. Find out the companies Brand Values – wherever possible use a couple of these in your responses to interview questions
- c. The job, what are the main responsibilities of the role, what are the hours, what is the salary

### 2. Pre-interview preparation

- a. Think about how you will get to the place of your interview at least ten minutes early
- b. Think about what you are going to wear
- c. Make sure your clothes are clean and ironed and shoes are polished
- d. Don't wear too much jewellery
- e. Prepare at least three questions you will want to ask and have these neatly written down
- f. Review the Candidate Support page of our website [www.cloudninerrecruitment.co.uk](http://www.cloudninerrecruitment.co.uk) as this contains some helpful sample interview questions and various other tools and techniques
- g. If in doubt...ASK – email us at [info@cloudninerrecruitment.co.uk](mailto:info@cloudninerrecruitment.co.uk) and we'll get back to you as soon as we can

### 3. On the day of your interview

- a. Make sure you arrive for your interview 10 minutes before its start time
- b. Know who to ask for when you get to reception, speak confidently to the receptionist
- c. Make sure your mobile devices are turned to silent, so they don't go off during your interview
- d. If there is company literature in the reception to read, read it. This can be a great opener if you have just read something interesting about the company

4. Meeting the person who will be asking you the questions
  - a. Offer a firm handshake when you are collected from reception
  - b. Speak clearly – avoid mumbling
  - c. Listen and be sure to answer the question asked
    - i. Sounds obvious but we have all sat on the other side of the table and waffled for 20 minutes never answering the question asked...if in doubt ask for the question to be repeated
  - d. Show an interest in what you are being told
  - e. Smile
  - f. Body language – don't slouch, sit up straight