

Be Prepared – Tips for Candidates

How much time you spend planning and preparing for your interview can have an massive impact on whether you get the job.

Being prepared and demonstrating a genuine interest in the organisation and the role, will make you stand out from the other candidates.

Things to think about:

- A potential employer will make an impression about you within the first seven seconds when meeting you. This means in an interview situation you need to act quickly to make a brilliant first impression.
- Dress the part – what you wear will have an impact, be conservative, look smart. Avoid funky coloured ties.
- Time keeping – Arrive 10 – 15 minutes before the interview, don't be too early or arrive with a second to spare. Make sure you know where you are going and give yourself plenty of time. If you know you are running late, then call ahead to let them know. This demonstrates your reliability if you get the job.
- Passionate – Being passionate about the job and your achievements to date is a good thing, have a list prepared to help as a talking point and some specific examples you could use about your experience and how it would benefit their business.
- Research the business – look through their website, how much do you know, this demonstrates your keen and prepared to go the extra mile.
- Match your experience to the job description – identify your strengths and weaknesses against it. Prepare evidence of how you meet what the business is looking for and make sure you discuss it in the interview.
- Prepare for objections – Think about some examples and have the answer ready just in case.
- Make sure you know your own CV – think about each role you have had, your responsibilities and most importantly what you achieved in the role.
- Have your own questions prepared for the interviewee – Type them up Remember it's just as important that you are happy that the company and the role is right for you. Ask questions about the business, their expectations of you in the role and how you can grow and develop in their business.
- **Avoid** – Asking how many holidays you will get a year.
- Final Impressions – Its ok to ask the interviewer what will happen next, when can I hope to hear something?

Good Luck!