

## **ADVICE FOR CANDIDATES**

### **INTERVIEW ADVICE: ON THE DAY**

Having a plan in place for the interview day will help you feel relaxed and confident going into your interview.

If you have prepared thoroughly and given yourself plenty of time to get to your interview, you will give yourself the best chance of success.

It is said that a person will form an opinion of you within the first five minutes of a meeting, so make sure your first impressions count for all the right reasons.

- (1) Take all your interview details with you, along with a copy of your CV, and set off in plenty of time.
- (2) Ideally, arrive at reception 5-10 minutes early, but not too early so as to make your interviewers feel rushed. Be polite and courteous to the reception staff, as they may be asked about their impressions of you too.
- (3) Smile as you walk into the interview room and greet everyone interviewing you. A good handshake gets you off to a great start. It should be firm, without crushing their hands!
- (4) Don't fidget. Practice a comfortable seating position before you go to interview, and focus on looking relaxed but alert. Don't play with your hair, clothes, a pen or business card as it can look as though you are nervous or not paying attention.
- (5) Maintain natural eye contact. If you have multiple interviewers, look at the one who is talking to you. But when you answer, switch your gaze between everyone on the panel to involve all of them in the discussion.
- (6) Use affirmative actions such as nodding your head and saying 'yes' or 'mmm' as your interviewer speaks to show that you are listening and have understood. But don't be afraid to seek clarification if you aren't sure what you are being asked.
- (7) At the end of the interview, shake hands and remember to thank the interviewer(s).

All CLD Recruitment permanent candidates receive full career planning, application and interview advice from a dedicated consultant.

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