

## **ADVICE FOR CANDIDATES**

### **PREPARING FOR AN INTERVIEW**

Regardless of your experience on paper, the impression you give at interview can make or break your chance of securing the job.

Interviews can be daunting, especially if you are entering the job market for the first time or after many years within a role, but if you prepare thoroughly for your interview, you will feel more relaxed and will perform better, giving yourself the best chance of success.

- (1) Ensure you have all the relevant details about your interview to hand, including the time, date, location, interviewer name(s). Take personal responsibility for this and give yourself plenty of time to plan ahead.
- (2) Plan your journey and factor in any potential delays. DON'T be late. You may work long hours and be under time pressure, but remember your interviewer is in a similar position. If you arrive late, you will disrupt the smooth running of their day and give a negative impression.
- (3) Research the company you are interviewing with thoroughly and take time to understand their business and industry. Use information sources like the company website, Chambers directory, online media coverage, friends and your recruitment consultant to find out everything you can about the company's background, clients, current projects, culture and vision/mission.
- (4) Research your interviewer(s) on LinkedIn and jot down a couple of conversation points, such as their achievements at the company.
- (5) Re-read your CV and ensure you can recall key facts about your education and employment history, as well as examples of successes in other job roles.
- (6) Dress to impress! Plan your interview outfit the night before: polish your shoes and ensure your outfit is clean and pressed. Shave, if appropriate, and make sure your hair is clean and tidy on the day. Makeup, if worn, should be conservative.

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