



The Park Guide to: **Preparing for** a successful interview

An interview is a discussion between you and a potential employer where they look to find out if you can do the job.

It's your chance to make a good first impression and demonstrate that you have all the skills that are required to effectively fulfil the role they have on offer. It is also your opportunity to ask questions and gain a better understanding about the position available and the employer.

Even the most seasoned professional can get flustered during an interview so preparation is essential. To help you prepare in advance and remain calm and confident during the interview we have compiled some top tips.

In advance

- Research the company, paying attention to news stories, their website and strategic plans. Also check out the LinkedIn profiles of the interviewers.
- Work on answers to the most common interview questions. The "tell me about yourself" or "talk me through your CV" questions are normally asked to ease you in, so make sure you're ready for them.
- Carefully read through the job description, identifying what skills the interviewer is looking for and then think about examples of where you have demonstrated those skills.
- Think about the tricky questions such as "where would you like to be in five years' time?" or "what are your weaknesses?".
- Practice! Arrange interview training with your consultant at Park or complete a practice run with friends or family.
- Make sure you know your CV inside and out and can talk through it with ease.
- Prepare questions to ask the interviewer. Take the questions into the meeting with you on a notepad, if you think you may forget them.





On the day

- Dress smartly and appropriately (err on the side of caution) first impressions count!
- Know the exact time and location of your interview; arrive early.
- Put your mobile phone on silent.
- Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer. Smile!
- Maintain good eye contact during the interview, sit still in your seat; avoid fidgeting and slouching.
- Listen and then respond to the questions, back up statements about yourself with specific examples. Ask the interviewer to repeat the question if you are not sure what they are asking.
- Be confident about your abilities. The interviewer has seen your CV and selected you for interview so they already believe you have the skills to do the job.
- Don't lie, you will be caught out.
- Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.
- Don't worry if you stumble on a question most people are nervous when they interview and the interviewer will empathise with your feelings, if you make a mistake or fluff your words, pause and take a breath and rethink your train of thought.
- Avoid talking about salary / benefits until the employer brings it up.
- Use 'I' instead of 'we' wherever possible, the interviewer wants to know about you.
- Show enthusiasm for the position and the company you are interviewing at.
- Resist the urge to badmouth your current or any previous employers. Instead, talk about past work environments in terms of what you learnt and accomplishments you're proud to discuss.
- And finally, be yourself.

Good Luck!

