



How to nail your job interview

First impressions count, the interview is one of the most important parts of the recruitment process.

It's natural to feel nervous but if you prepare thoroughly in advance you can give yourself the best chance of leaving a positive impression.

Do your background research – find out about the business and why you want to work there. As a bare minimum you must ensure you know a little about its history and organisational structure. A few other helpful but not essential things to find out about are the Company values & recent awards.

Get to know the job description – take the time to read through the day-to-day responsibilities. You will generally be asked what skills and experience you have that match the roles responsibilities and requirements, so make sure you prepare some responses in advance.

Prepare for the common interview questions – you don't need to write a script, but you do need to memorise simple answers.

Examples of what questions to expect include:

- Where do you want to be in five years' time?
- What has been your greatest achievement to date?
- What are your strengths / weaknesses?
- Why do you want to work here?
- Why do you want to leave your current employer?

Make sure to write down questions of your own to ask the interviewer.

Plan your journey in advance – never turn up late! Make sure you turn up at least 10 minutes prior to the interview. If you are driving, make sure to ask the interviewer where the best place to park is, this will also show you are prepared. We are human and sometimes we are late, or we may need to reschedule, you must let the interviewer know this as soon as possible.

The interview outfit – What you wear in your interview depends on the role you have applied for. For something factory or construction site based, it would pay to wear smart-casual and practical. For an office position it is best to wear a corporate based outfit. If in doubt, ask your recruitment consultant for their suggestion.

Lastly, good luck!