



## Interview Preparation Tips

### PREPARATION PREVENTS POOR PERFORMANCE

Failing to prepare adequately for a job interview can possibly mean you are preparing to fail. Give yourself the best opportunity for success by spending time researching the role and company prior to your interview.

- “ Review the job description and any other supporting documentation you have been provided with. Familiarise yourself with as many duties as possible, whilst taking into account any transferable skills you have that would be of benefit in the new role.
- “ Pay attention to the job specification and in particular any skills and attributes the company are looking for. Do you have these? If yes, can you prove it?
- “ Look at the company website and research what the company do. Who are their clients? What locations do they have?
- “ Find out about the company – How many people work there? How long has the business been established for?
- “ Check out news articles, press releases, financials and identify the key attributes of the company that make you want to work for them.
- “ Where is the interview being held? Wherever possible, do a test journey so you know exactly where you are going on the day.
- “ Chat to reception – they will know everything about the company and the people who work there. Interviewers often ask how you behaved whilst waiting. It's never too early to start giving that good impression.
- “ Take the time to read through your notes. Prepare, prepare, prepare.
- “ Have a look at the business on LinkedIn. If possible, do some research on your interviewer and know a little about their background.
- “ We will provide the relevant information you need to take with you, please ensure you take this with you to the interview in a smart folder. If you need anything else remember to get in contact with us.



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### FIRST IMPRESSIONS COUNT...

An interviewer will tend to make up their mind during the first couple of minutes of meeting you – therefore first impressions are vital! Here are some things to remember:

- “ BE ON TIME! If possible arrive 10-15 minutes early to show you are keen and punctual. Whilst you're waiting, observe how the company operates.
- “ Keep eye contact, walk tall and smile!
- “ It is polite to sit down when you are invited to do so.
- “ Try to stay alert. Don't slouch and get too comfortable – even if it's a long interview!
- “ Always shake hands firmly with the interviewer at the beginning and end of the interview and thank them for their time.
- “ Don't be afraid to question them! After all, you could be about to spend more time with these people than with your own friends and family.

### LOOK THE PART...

Remember that there is no point saying the right things if you do not look the part – they will not take you seriously. You need to be prepared to look smart and professional – get your outfit ready the night before. Things to remember are:

- “ Dress in a professional way.
- “ Do not wear too much jewellery – ensure your piercings and tattoos will not be seen by the interviewer.
- “ Strong Perfume or aftershave can also have a negative effect.
- “ Make sure clothes are clean and freshly ironed.
- “ Ideally wear a suit (or smart skirt and jacket for ladies) with a smart plain shirt (or top for ladies).
- “ Shiny shoes are happy shoes.
- “ Check what the everyday dress code is for when you start the job.
- “ If you smoke – try not to have a cigarette prior to interview.



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## DIFFERENT STYLES OF INTERVIEW

There are many different types of interview. The most important thing is that you are prepared for whatever type of interview it will be so that you can impress.

### The Telephone Interview and the Face-to-Face Interview

These are the two styles of interviews that NHB tend to deal with. In both situations, you need to be as prepared as you can. Have your notes in front of you and speak clearly and confidently.

### Formal/Informal Interviews

Some interviews will be very formal, others informal. It is so important to remember that you are still being assessed - informal interviews should be taken as seriously as formal interviews. Therefore, in both situations you should answer the questions in a formal manner.

## DIFFERENT FORMATS OF INTERVIEW

To help you prepare, we have detailed different formats of interviews that you might experience in a recruitment process.

### Competency Based Interview

These will be based on the particular role you are going for. If there is a job spec, make sure you have read through it thoroughly. Be ready to answer questions such as:-

- “ Tell us what the biggest change you have had to deal with. How did you cope with it?
- “ How do you prepare for an important meeting?
- “ How do you prioritise?

### The Second Interview

So, you have passed the first interview and have been called back for a second – well done! You prepared for your first interview really well and it is time to look back and review. Be prepared to answer more company based questions – look at their website, recent activity within the company, get to know their client base – look at the ‘about us’ section on their website.



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## General questions

We have put together some general questions that you may be asked. One key thing to remember is that they **will** ask you about your strengths and weaknesses! Have you prepared answers to these? They will also be looking at your CV, so you must be prepared to answer specific CV based questions. Know your CV inside out! PREPARE PREPARE PREPARE.

- ““ What interests you about this job?
- ““ What relevant experience do you have?
- ““ How could you add value to this role and company?
- ““ What are your strengths and weaknesses?
- ““ How would your colleagues describe you?

## THE STAR APPROACH

**Situation**

**Task**

**Action**

**Result**

The star approach is a tool to help you answer all questions. It will help you provide a meaningful and structured answer. However, this should be said in a natural way and not in a step by step way.

**Situation** – Describe the situation you were confronted with in relation to the question.

**Task** – What task was set - be concise and informative.

**Action** – This is the most important section as it is showing your skill set and how you deal with situations. Be personal and give detail. How did you do it? Why did you do it?

**Result** – How did it all end? What did you learn from that situation?

NHB Recruitment Solutions wish you the best of luck in your interview. If you have any further questions or additional queries of concerns please contact us as soon as you can.

# GOOD LUCK!



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