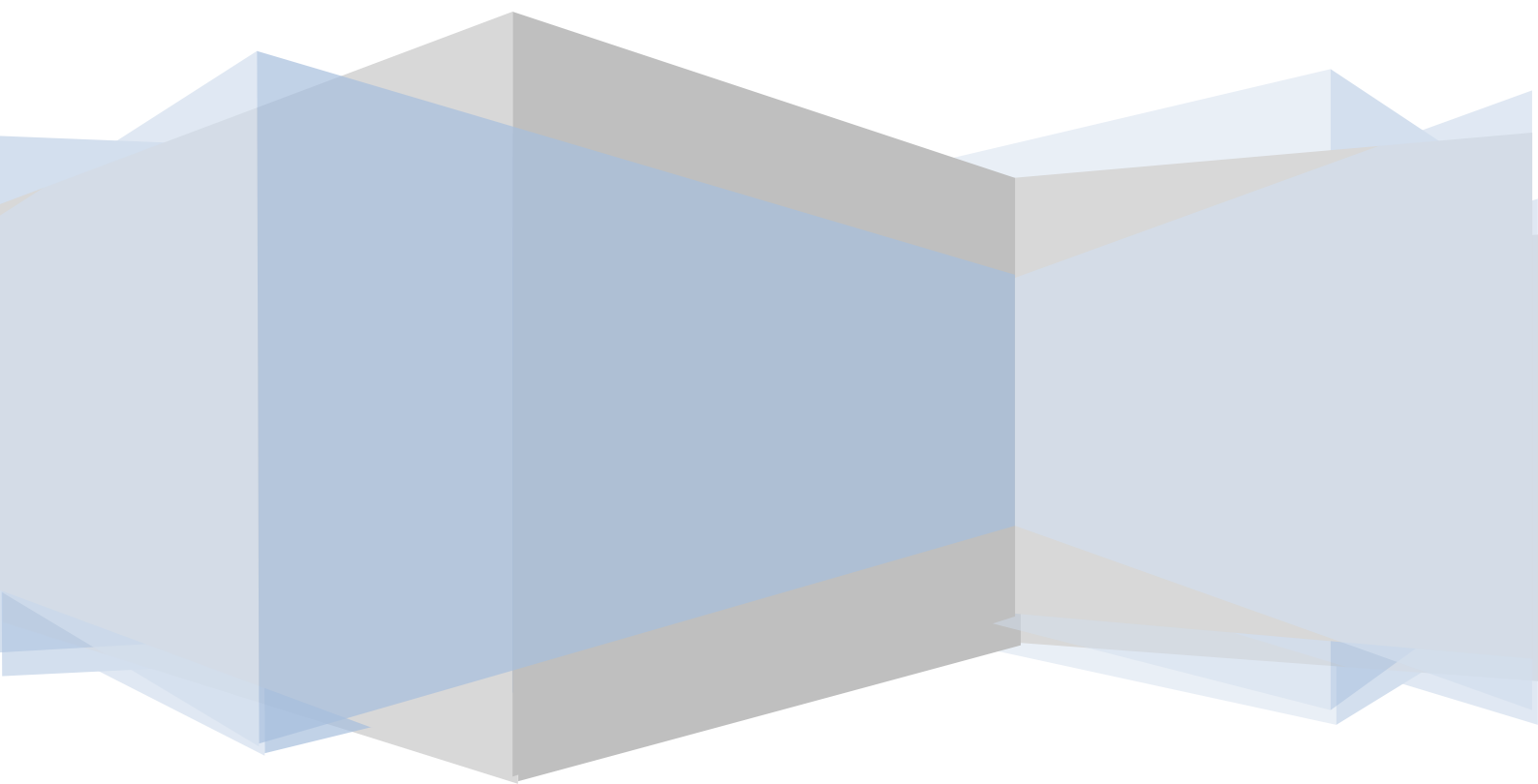


Interview Tips

Polar Recruitment Services Limited



POLAR RECRUITMENT
EXPLORING PEOPLE





Interview Tips

'Explore your potential'

Polar Recruitment believe in our candidates working as hard as we do as part of the recruitment process, and interviews are a big deal no matter what level of role you have applied for. As such we have compiled a list of helpful tips to empower you to 'explore your potential' and impress your interview panel!

Impressions are important

Impressions are important and clients may make decisions on you as a suitable candidate in the first moments they meet with you, so make sure you are on top of your game from the moment you enter the building.

It is generally accepted that no matter what the role applied for, a smart appearance is expected; ensure your clothing is appropriate, your shoes are shining, and any jewellery is subtle. If you are unsure what is suitable attire for your interview, speak with your consultant, as they will have a good idea of the company culture and accepted interview attire.

Greeting those you interact with on the day of your interview with eye contact, a smile, and a firm handshake is sure to get you off to a good start. Furthermore, an element of appropriate 'small talk' whilst being taken to where your interview will take place is also likely to benefit.

Preparation

Your consultant will provide you with a job specification long before your interview. You should digest it in full and discuss the role and the wider company history / culture, asking any questions you may have.

A knowledge and understanding of the role applied for along with the wider company itself is vital, however equally as important is the need to review your own CV ensuring you are able to offer clear answers to questions that may be asked.

It is impossible to give a list of questions you will be asked as each client has their own style and approach in line with company ethos, however certain preparation is a must in that you should know how to sell your personal strengths, identify and offer working solutions to your weaknesses, and offer reasons for why you would be the best person for the job.



Know where you are going!

Being late for an interview is not only rude but will be certain to offer you a negative footing before you have even answered your first interview question; not to mention it will not allow you to feel at ease upon arrival.

Your consultant will provide you with a map and directions of how to get to your interview and you are also advised to do your own research. Always arrive at least 15-20 minutes early for an interview and ensure you leave 10-15 more minutes than you would normally need to get to your interview; this way you can ensure arrival on time and with composure.

In certain circumstances lateness does occur out of your control; if you find yourself in this situation call you consultant well before you arrive late so that they can make the client aware.

Repetition

An interview panel will often ask similar questions to see, amongst other reasons, if you offer conflicting answers. Equally, you may feel the need to offer as much detail as possible in response to an inner felling that you may be missing the point of a line of searching questions. Whilst both are important, do not get caught out by repetitious utterances that are more of a time killer than proactive and constructive response. Be as structured and concise as you can whilst paying attention not to repeat or even contradict yourself.

What are your selling points?

As with all interviews, there are certain questions that are sure to arise but they will often always attract the same answers. A solid understanding of the role interviewed for and the wider organisation itself will empower you to respond to questions appropriately and most importantly with positive differentiation from your competition.

Preparation around the core skills required for the role are a must along with rehearsed examples of your experience, skills, and knowledge; don't forget that qualities such as being a team worker and good communicator are always important.

Preparation is essential

It may have been quite a while since your last interview or perhaps you have had many interviews with little success? Both circumstances may point to lack of preparation.



Interviewers will often include questions that are aimed to catch you off guard or put you under a little pressure. Whilst you cannot rehearse for all scenarios it is certainly worth preparing for your interview(s) as much as possible.

Positivity and composure

Being too enthusiastic or positive can sometimes be just as off putting to an interview panel as that of candidates who may appear extremely nervous or expressing a disbelief in one's own capabilities.

Arrive early to the interview with plenty of time to spare and ensure you have all you need to hand. These simple steps will offer you a solid foundation for composure allowing for you to focus on getting your positive attitude on track; identify yourself as a candidate who enjoys challenges and who holds enthusiasm.

It is not unusual to be asked why you are seeking new opportunities, don't use this as a time to council the interview panel as to all the bad points from your previous employment. Such communication will make any interviewer uneasy and as such may make them question if you will say the same about them in other interviews.

The importance of body language

Ever sat in an interview looking around the room and not at the person(s) interviewing you, or looked at the floor on your walk to the interview room? How did you do?

To avoid basic mistakes with body language remember practice makes perfect. Not everyone is animated or communicates interactively in a way that is comfortable to them, but it will always be of benefit to remember some basic rules:

- Sit upright in your chair, do not 'slump' in the chair with folded arms.
- Maintain suitable eye contact
- Express your points with your hands on occasions and lean forward when making a point.
- Nod to acknowledge communication
- Smile
- If only one interviewer is asking questions, still respond to others if present

Mutual understanding

Employers will often find interviews pressurised also as they are likely recruiting due to an expansion, recent staff losses, business diversification, or similar.



Often beneficial is to ask a question relating to the clients developments, areas of new business, or similar. Such mutual understanding or strengthening of 'rapport' will be sure to benefit your application and shows that not only have you done your research but that you also have an understanding and interest.

Ask questions and seek clarity

Interaction is important in an interview and answering questions accurately is vital. If you are unsure of what a particular question is seeking to gain from you or if perhaps you need some time to think – try responding with a question to gain further understanding or even ask for the question to be repeated.

Seeking and offering clarity are important aspects of an interview. After the interview you should feel at ease asking if your interviewers would like any further details from you or when you may hear the outcome of your interview.

Lasting impressions

Some candidates leave an interview panel without taking the time to say thank you, or goodbye. As much as interviews are to be conducted with professionalism, don't forget your manners and remember to offer a good impression.

Always ensure you behave appropriately, leave an interview politely thanking the panel and perhaps offering a simple statement relating to how interesting, for example, the project they are working on sounds.

Polar Recruitment will negotiate for you

Candidates sometimes feel that once they have got to an interview it is up to them to ensure they 'seal the deal' and in terms of role suitability this is most certainly the case however consider a few things first.

The client you are seeing is engaged with an agency, they have done this to reduce their involvement in the wider recruitment process and wish to focus on a selection of well chosen candidates. As such you don't need to send thank you letters or follow up emails; if you feel this is wholly essential forward it to us and we shall ensure it reaches the client appropriately.

Your consultant is best situated to negotiate the terms of your engagement also, work with them openly and honestly to allow them to ensure that the correct correlation is identified between you and the client should an offer be made. Attempting to finalise a package at your first interview is not likely to set you up well.