



Talent for technology

Preparing for an Interview

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Congratulations on your interview!

On average 1,000 people will see a job ad, 200 will apply for it and 4 to 6 will be interviewed.

If you've been invited to meet with a company you've already surpassed lots of other applicants and are being seriously considered for the role. It shows your experiences, skills and qualifications look great on paper, but now it's time to impress your potential employers in person.

In this guide you will discover how to fully prepare for an interview – from the clothes you wear to your body language – so you can focus on making a great first impression.

Knowledge is power

To show how invested you are in the role you'll need to research the company. Don't worry, you won't be expected to memorise their 1993 profit margins or article 12 of the employee handbook, but you should have an idea of what the company does and what it wants to achieve. Check to see if they have an 'About Us' page on their website with relevant information.

It's also a good idea to know something about your interviewers. If they have LinkedIn profiles you can gain an insight into their working backgrounds and it might settle your nerves to know exactly who you're meeting.

It's all in the detail

It's important to reread the job ad you applied for to ensure you've completely understood the role. Break it down into sections and link these to the corresponding skills on your CV so that when the interviewer asks you to demonstrate your suitability you will have plenty of examples to give.

Did you forget something?

You may be asked to give a presentation, complete an assessment or provide an example of your work to assist with the elimination process. You may also be asked for legal documentation such as a passport for confirmation of your right to work in the UK, so if in doubt always double-check by phone or email – forgetting something could seriously damage your chances.

It's about the journey AND the destination

It's not uncommon for candidates to arrive late to interviews. Obviously this doesn't make for a very good first impression and you'll most likely be considered unreliable.

Plan your journey well in advance and if you can try to be at least half an hour early. This will give you enough time to freshen up, grab a cup of coffee and get to the interview with ten minutes to spare. That being said, although it's best to be early try not to arrive more than fifteen minutes before the specified time.

If you know you're going to be late through no fault of your own (public transport delays, road traffic accidents etc.) call the interviewer as soon as you can. Explain the situation, try to give an estimated time of arrival and offer to reschedule if this isn't convenient for them.

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Practice makes perfect

If you're not used to being in an interview situation you should practice beforehand. It's easy to find standard interview questions online so you can either answer them aloud to yourself or get someone to pretend to be the interviewer. This will inspire confidence and give a sense of certainty to your answers.

First impressions count

It's imperative that you dress smartly in well-fitting clothes. You should wear neutral colours such as black, brown, white and grey and be comfortable yet professional so that your outfit doesn't distract from your character. It is also important to be polite, cheerful and friendly to everyone you meet in the company.

Body language

How you hold yourself is just as important as what you say and what you wear. Keep your shoulders back and your chin up to look and feel more confident. Maintain eye contact and give your interviewers a firm handshake when greeting them. Try not to fidget or fold your arms and legs and sit in a relaxed yet attentive manner with a straight back.

Think before you speak

Don't be afraid to hesitate when being asked a question. Genuinely consider what you are being asked and think carefully about your responses rather than replying with what you think your interviewer wants to hear. The interviewer is not just interested in whether you have the right skills for the job but also whether you will fit in well with the other employees.

Be enthusiastic!

On average 20% of job offers made to candidates are rejected. As recruitment can be quite costly for businesses, if the interviewer doesn't think you're likely to accept the role they may not risk offering it to you at all – even if you're the preferred candidate. Of course don't pretend to be keen if you're not, but if you want the job show that you've envisaged your future career at the company.

Prepare, but don't over-prepare

Too much preparation can lead to stiff, robotic answers. The interviewer wants to see how passionate you are about the work that you do, which can be difficult if it sounds like you're reading from a script.

Any questions?

If you need more information about preparing for a job interview or would like to know about the latest vacancies we have at Lorien, contact our consultants today on info@lorien.co.uk