



## Interview preparation tips

Well done – you’ve been asked to attend an interview!

Now it’s time to prepare, ensuring things go well so you can enjoy the experience and hopefully secure your new job.



### The importance of preparation

- **Research, research, research.**

We love it when candidates can tell us why they want to join our team. Knowing about our culture, our story, the products and services we offer and what the market is doing is important. You should also look into who will be conducting your interview on LinkedIn.

- **Present yourself well**

Ensure your online presence (LinkedIn profile etc), emails, phone calls with our team and dress code on the day are all professional.

- **Prepare for the ‘common’ question**

There are standard/typical interview questions you can easily prepare for, e.g. your strengths and weaknesses, why you are leaving your current job and what is your highest goal in your career progression for the future.

- **Be prompt with any communication**

Responding to our people team in a professional and timely manner demonstrates how seriously you take the role.

- **Plan ahead**

Leave enough time to get to your interview, check and plan your route. How will you get there, where to park and, if you are using public transport, how long you will need to walk to the location.

### On the day and at your interview

- **Arrive 15 minutes early**

By researching routes before the interview you should have a good idea of timings.

- **Don’t forget to allow time to sign in!**

In our offices security is important, so you’ll need to leave a little extra time to sign-in at reception.

- **Smile**

First impressions count – show us your winning smile.

- **Be confident!**

We’ve asked you to an interview because we liked your CV and we already think you’re capable of doing the job, so be confident as you are here on merit.

- **Listen, show your enthusiasm and make eye contact**

We’re looking for people who are enthusiastic about the role and our company – so take on board any information we share and be engaged throughout.

- **Ask questions**

As much as we want to find a person that’s a great fit, you have to be sure too - so, ask away.

- **Be you**

Our formidable team of talented people are always encouraged to be themselves - your interview should be no different.

### Don’t forget to follow-up - drop us a line

Hopefully you will have enjoyed the interview and still want to join our team. If so, it’s a great idea to email us and tell us that and what you liked about the role. Whatever happens, you can learn from the experience. Good luck!