

Interview Preparation

An interview is your chance to prove to a prospective employer that you are capable of performing a particular role. It is imperative to make sure that you've gathered as much information about the company and the job position, in terms of researching them. It is also important to remember that an interview should be a two way process, ie an opportunity for you to be able to try out if the organization and position is worth working for. It is for this reason that you should enjoy the exchange of information and aim to get as much out of the meeting as you can.

Here are some tips:

- Read the job description again and again to make sure your skills are completely in line with the requirements of the position. If not, prepare and train yourself in those areas
- The company website is a "must" for key business information; it's also a good idea to use search engines to identify recent press or product launches
- If you're required to undertake aptitude (numeric, verbal, diagrammatic) or psychometric tests, it's not a bad idea to spend some time on some practice tests – dependent on the type of testing we'd be happy to advise on this
- If you're presenting a case study or some information, ensure that you are 100% clear on the task before you undertake it and that you have all the material and information you require. It's worth double checking what facilities will be available to you on the day – there's nothing worse than turning up with a just a CD to find that there is no laptop in the room!
- Ask the background of the line manager interviewing you, it's not only useful from a conversation perspective but can also provide food for thought and discussion when it comes to finding out about the organization's progression structure