

The background is a vibrant yellow with large, faint, concentric circular patterns. At the top center is a black-outlined geometric shape resembling a mountain range or a stylized 'A' with diagonal hatching. At the bottom left is a simple black zigzag line. At the bottom right is another black-outlined geometric shape, similar to the one at the top but mirrored. On the right side, there is a circular icon with vertical black lines, and below it, two horizontal rows of small black dots.

# THE SUCCESSFUL INTERVIEW GUIDE.

You have your job interview scheduled – congratulations!  
Now it's time to prepare, and we've got you covered.



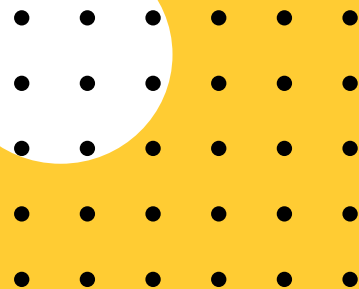
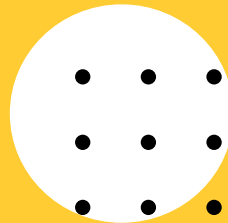
# THE PROCESS.

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The interview is the most important part of a recruitment process and is a meeting designed to establish your suitability for the position and the company.

There are many stages to a successful interview:

- Preparation
- Presentation
- First Impressions
- Tackling the Interview
- Closing the Interview
- After the Interview





# **01 PREPARATION.**

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**It is very important to prepare for your interview. The most successful interviewees spend time preparing themselves for the interview.**

## **THINGS TO CONSIDER:**

**The company; who are they and what do they do? How long have they been established? Has there been any recent press about them? How many staff do they have? Where are their offices?**

**The department; how many people are there in the department? What do they all do? Where would the position fit into the department?**





# 02 TACKLING INTERVIEW QUESTIONS.

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Try to memorise the answers to standard interview questions...



## THINGS TO CONSIDER:

It is important that you know every detail of your CV. (If a recruitment consultancy has prepared it for you make sure you have a copy).

Memorise the dates of employment and make sure you make your reasons for leaving positive.








## **“WHY DO YOU WANT TO WORK HERE?”**

**“Through the research I’ve performed on the company and its truly global presence, I’d like to work here because of its outstanding reputation within the market!”**

## **“WHAT ARE YOUR STRENGTHS AND WEAKNESSES?”**

**“I am a perfectionist, and sometimes it may slow me down, but I have recognised it and I am trying to not spend too much time on the wrong things” .**

**“One of my weaknesses before I started at my previous company was my systems skills. I recognised this and paid for myself to go on a Excel and Word course, so now I would say that my systems skills are more of a strength”.**





# 03 PREPARE QUESTIONS.

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One of the major times to impress and express an understanding of the position, company and the market is to have prepared questions before you go into the interview.

## THINGS TO CONSIDER:



We would strongly advise to prepare and write the questions down, (a minimum of five).

The reason why they should be written down is something that we will cover later.



# 04 PRESENTATION.



It has been scientifically proven that 80% of communication is non-verbal, so it is very important that you look smart for the interview.

## THINGS TO CONSIDER:

We would strongly advise that you speak to your consultancy before the interview and establish the company's dress code. Be you male or female wear a suit.

Make sure your shirt/blouse is clean and ironed and your suit is dry-cleaned.





# 05 FIRST IMPRESSIONS.

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It is believed that 80% of interviews are decided within the first 5 minutes (That's not even time to get into the lift).

A good first impression is key to a successful interview.

Here are a few pointers you may want to consider:



**1**

Don't just be on time, be early.

**2**

Be nice to the receptionist and sit upright in reception.

**3**

Take a copy of the company brochure and familiarise yourself.







# 06 MEETING THE INTERVIEWER.

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**1** Smile & look approachable.

**2** Firm hand shake. (this demonstrates confidence).

**3** Remember you may have to walk with or be in the lift with the interviewer... talk about something positive, **NOT THE WEATHER!**

A good way to increase your interviewer's positive perception of you is when entering the interview room, ask if you can take your jacket/coat off, manners cost nothing!

At this time ask the interviewer if you could take the company information you have researched and the questions that you have prepared out of your bag and put them on the table. Straight away the interviewer will believe you are organised and interested in the position.



# 07 THE INTERVIEW.



It is important to realise that the interview is a two-way process. The company want to see if you are suitable and you have to make sure that the company is suitable for you.

**1**

Remember to sit up right with your hands on your knees or clasped.

**4**

Make sure you keep eye contact with the interviewer(s).

**2**

It's human nature to smile back at people. Look positive and confident.

**5**

Be enthusiastic throughout the interview and stay engaged.

**3**

Let the interviewer lead the interview. Do not try to take control.

**6**

Look interested even if you feel the position is not right for you.





# **07 THE INTERVIEW (CONTINUED).**

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**7**

**Listen, don't jump in too quickly – think before you speak.**

**10**

**Never be negative. Always be positive about previous companies, managers and peers.**

**8**

**Honesty is the best policy and the interviewer will respect you for it.**

**11**

**Remember the client is looking for your good points, so show them!**

**9**

**Don't lie. This will only cause issues further in the process.**

**12**

**Remain focused on yourself and the company you're applying to.**





# 08 QUESTIONS.

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This is your time to impress and demonstrate your intelligent skill set and knowledge of the market.

## THINGS TO CONSIDER:

- Do not ask questions that may raise warning flags (Would I have to work with women because I can't keep my hands to myself).
- Do not ask questions about pay, holidays or any benefits this may imply wrong motivations.
- Do ask questions about study packages and development. It demonstrates a willing to learn.





# **8.1 COMPANY QUESTIONS.**

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These are general questions about the company.

## **THINGS TO CONSIDER:**

- Remember if you have done your research you will not need to be asking how many people are in the company.
- Ask something topical and stimulating for the interviewer. I.e. what is the company's long term plans?



# 8.2 POSITION QUESTIONS.

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These questions should be focused on the position, i.e. what systems do you use? What is the size of your aged debtors list?

## THINGS TO CONSIDER:

- How many accounts would I have to be consolidating on a monthly basis?
- What would my core responsibilities be?
- Remember if you are asking technical questions make sure you know what you are talking about.
- Don't ask questions that are above your knowledge, as the interviewer may tunnel them back at you.



## **8.3 INTERVIEWER QUESTIONS.**

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What you have got to remember is that in most cases the interviewer will generally be working directly or indirectly with the successful candidate.

### **THINGS TO CONSIDER:**

- It is important for you to find out about the interviewer: I.e. How long have you been with the company?
- What targets have you got for the department over the next two years?





# 8.4 DEVELOPMENT QUESTIONS.

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These questions are used to demonstrate your commitment to the company and how much you want to progress. (Where could I be within the company in 5 years time).

## THINGS TO CONSIDER:

- It is important to not demonstrate too much of a desire to develop, this may make the interviewer think that you may leave the company if you don't get what you want in 6 months.





# 09 CLOSING THE INTERVIEW.

There are a number of ways you can tactfully close the interview without sounding like an aggressive salesperson.

**1** If you're interested in the position, ask the interviewer what are the next steps to the interview process.

**2** Inform the interviewer that you are very interested in the role.

**3** Once the interview is over thank the interviewer for their time.

**4** Ask the interviewer if there is anything in the interview that you have not clarified.

**5** Maybe if you feel the interview has gone well ask the interviewer if you could see the office environment you could be working in.



# **10 AFTER THE INTERVIEW.**

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It is very important that you call your consultant directly after the interview.

## **THINGS TO CONSIDER:**

- This will allow us to take detailed feedback on how the interview went so we can inform our client of your thoughts.
- Any unnecessary delay at this stage in the process portrays a lack of interest on your behalf and could influence the Company's opinion of your suitability of the role.



# WANT TO FIND OUT MORE?

🌐 Visit our website at [www.aspion.co.uk](http://www.aspion.co.uk)

☎ Call us on 0151 209 2050

✉ Email us at [info@aspion.co.uk](mailto:info@aspion.co.uk)

