



CAREERS ADVICE FROM ASSURITY CONSULTING

# Interview Top Tips



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Congratulations, you did it! Your CV and cover letter got you through the initial recruitment stages and now you've been invited for an interview. Job interviews can be nerve-wracking, but with plenty of interview preparation you can be ready for anything the recruiter may challenge you with.

**You never get a second chance to make a good first impression.**

And this phrase could not be truer. In the first few moments the recruiter will make a judgement, so it's vital you make a positive first impression.

Dress for success – have a professional outfit prepared and make sure you're looking well-groomed on the day. In your research of the company you may have come across a dress code for the company, always follow the rule 'it's better to overdress than underdress'. A work suit, tie, smart trousers, skirt, shirt, blouse would be good options. Keep make-up to a minimal and keep your hair simple but tidy.

Greet the recruiter with a smile and a confident handshake, your handshake can say a lot about you as a person. Most importantly, always turn up on time. This will create a good impression and you're also likely to be less flustered which will help to calm those interview nerves. If you're unsure where the premises where your interview is being held are, do a drive by the night before. Check out the parking situation beforehand, that way on the day of your interview you know exactly where you are going. If going by public transport, check you know the route and plan to be early in case there are delays.

### Research the company

Be sure to do your homework on the company prior to your interview, the recruiter is bound to ask you what you know about the company. Check out the company's website and social media platforms and any other information you can find. Try and establish the company's goals and what they stand for. This will prove to the recruiter that you know your stuff and that you're serious about joining the company. It will also help you come up with some good questions for the recruiter at the end of the interview.

### Selling yourself

It's important you know your CV and the job description inside out by the time you reach the interview. When answering the recruiter's questions, make sure you pick the skills/ achievements and examples that best fit with the job requirements, but also with the company's goals and values.

### Body language

Your body language says a lot about you, so make sure you're aware of how you're presenting yourself. Avoid fidgeting or fiddling such as with a pen or jewellery. Whilst this could be down to your nerves and not intentional, the recruiter may find it irritating and distracting. It's important you come across as confident so sit up straight in your chair and always try to be positive and maintain eye contact with the recruiter.

## Build rapport

Always listen carefully to what the recruiter is saying. This means that you can mirror their phrases and it allows you to pick up on anything they may say about their interests or hobbies. You never know, you may be able to refer to these later in the interview.

Try and turn your interview into more of a conversation than a strict questions and answers style. Let your personality shine through and ask them questions. These questions could be about the company or about their role within the company.

## Question the recruiter

Before your interview, come up with some intelligent questions that you can ask the recruiter at the end of the interview. This will demonstrate to the recruiter that you're serious and interested in the role. Asking questions about measuring your future success and what's expected of you will demonstrate forward thinking and show you're keen to contribute to the success of the company.

## Don't over share

Although it's important to share as much relevant information about you be careful not to share unnecessary information. Avoid bad mouthing a previous employer, as this makes you look unprofessional.

## What to take along with you

Always take a copy of your CV and the job description. It might be useful to make some notes on the job description you take along such as any parts of the role you're unsure what they involve or anything you'd like to recruiter to clarify.

Take a pen and notebook, although you may not use them it will help demonstrate your initiative and make you look enthusiastic. You can also jot down any questions you may think of before or whilst you're in your interview.

## End on a positive note

Be sure to find out what the next steps are in the recruitment process and when you might expect to hear back on the outcome of the interview. Always thank the recruiter for their time and tell them you're looking forward to hearing from them soon. Always exit with a smile and a confident handshake.

You can learn from every interview you attend – even the failed ones. Keep practicing your interview techniques until you land the dream job you're looking for.

For information on careers at Assurity Consulting, please get in touch.



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