



INTERVIEW GUIDANCE TIPS

Before The Interview

- Research the company and the role you are going for
- Punctuality – Never be late for an interview; always aim to arrive 10 minutes before your scheduled time.
- Presentation – Always 'dress to impress' wear business attire and be 'well groomed' not only will it impress but will also give you confidence
- Come prepared – Bring copies of your CV, company research as well as pen and paper

During The Interview

- Greet the interviewer with a smile and a firm handshake
- Body language – maintain good eye contact, nodding and not fidgeting are positive signs to an interviewer
- Listen carefully to all questions, seek clarification if unsure, responding clearly and concisely.
- Be enthusiastic about the role and the company
- Never talk over or interrupt the interviewer
- During the interview, never speak negatively of companies or colleagues

QUESTIONS YOU MAY BE ASKED

- Describe your present/last job?
- Why do you want to leave your current job?
- What do you know about our company?
- What is your understanding of this role?
- Describe your strengths and weaknesses?
- What are your future plans? – Where do you see yourself in 5 years time

QUESTIONS YOU MAY ASK

- Why has this vacancy arisen?
- Can you describe a typical day in this role?
- How would you describe the working environment?
- Is there any training available?
- What is the next stage of the interviewing process?
- When will you be making your final decision

After The Interview

- Remember to thank the interviewer for their time and let them know how interested you are in the role
- Contact your Red Berry Recruitment consultant and let them know how you felt the interview went and whether you would be prepared to accept an offer of employment with that company

Good Luck! 😊

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