

# Preparation for first stage interview

## KEY POINTS

Look smart and professional, suit or smart wear are essential

Plan your journey and ensure you arrive in plenty of time

If you are expecting a late arrival or having issues getting there, notify your consultant asap

## DO

Leave your mobile phone turned off during the interview

Be assertive without being aggressive

Show your career focused and plan ahead

Show you are open, flexible and can easily adapt

## DO

Introduce and express yourself clearly

Be confident - try and handle your nerves as this will show your ability to handle the job itself

Highlight your experience and skills that would benefit the company and the role

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## DON'T

Don't demonstrate low moral standards or strong prejudices

Don't focus on rapid progression

Don't place too much emphasis on salary

## DON'T

Don't arrive late or unprepared for the interview

Don't give vague responses, provide detailed answers to questions

Don't make negative comments about current or previous employers

## DO

Ask questions about the company to show an interest

Ensure you demonstrate that you are motivated and will fit in well with the organisation

Show that you have carried out research and prepared

Thank the interviewer

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RECRUITMENT