

# WHAT TO EXPECT AND HOW TO PREPARE FOR YOUR FIRST STAGE INTERVIEW



## Firstly, congratulations on securing an Interview!

The hard work really starts now.

In conjunction with your Lucy Walker Consultant, there are various things you now need to drill down on to give yourself the best chance of succeeding in getting through to the next stage of the process.

- **Find out the interview format**

How is the interview being conducted? Is it remotely via Zoom or similar or are you being asked to attend in person? If it's online you need to make sure you have the relevant software and hardware to enable you to "attend" or if it's in person you need to look into how you will get there and how long it will take you. Additionally, is it a verbal discussion or will you be expected to complete some additional online tests as part of the process?

- **Find out who are you meeting**

We are in a world where information can be readily obtained at the touch of a button so make sure you fully research the company you are meeting and the people who will be interviewing you.

Things for you to look into include:-

- the size, scale, structure and history of the business
- the products and services it offers
- the staff; who are they and what are their backgrounds
- any recent news about them
- any social media accounts and reviews and comments about the company

- **Research the role**

Obtain the detailed job description from your Consultant, and read through the responsibilities and key skills in detail. Consider how your existing skills and experience dovetail the required skills and how you can demonstrate that your background and skills mean you deserve to be given serious consideration.

- **Know your career 'story'**

It can be difficult to get across your skills, experience, and suitability for a role while trying to build a rapport with the interviewer at the same time!

A good way to do this is to use a storytelling technique and to aim within 5 minutes to be able to talk through

- your academic background,
- the roles you have had, what you have achieved, and your key successes within those roles,
- why you left those roles (do not be negative about previous employers)
- the skills and qualities you can bring to this new role
- why you want this opportunity

- **Know Your CV**

It is critical that you know this inside out as this will form in most instances the basis of the interview discussion. If you cannot elaborate on statements and achievements you have made on your CV this will not look good.

- **Plan in advance how to get to the Interview venue**

We recommend that if you are traveling for a face-to-face interview you work out in advance how you are going to get there and what mode of transport you will use. Do a dry run at the same time as you will be interviewing on the day so you know how long it will take you to get there, so you can arrive 10 minutes or so before your interview starts. This will give you time to relax.

- **Know what to wear**

Find out from your Lucy Walker Consultant what the dress code is and have your outfit planned in advance. Remember to avoid all the dress code pitfalls you will have read about extensively elsewhere and stick to being smart and professional in appearance. Understated items, neutral colours, and minimal jewellery is recommended.

- **Know what to take with you**

We would recommend you take a couple of copies of your CV, a notepad, and pen (it can look impressive if you write down information or refer to your notes in a meeting) anything that you have been asked to bring to substantiate your achievements and qualifications and proof of ID.

- **Plan some questions to ask the Interviewer**

The interviewer will expect you to ask at least a couple of questions. It helps you demonstrate that you are keen on the role. Why not jot them down on your notepad so you do not forget on the day.

Here's some you may want to ask the interviewer:-

- What does the Interview process look like from here?
- What are the most important attributes you are looking for in a successful candidate?
- Is there anything else I can demonstrate to you to help my application?
- Can you tell me more about the team I would be working with?

**and finally a few tips to help you!**

Remember to

- retain eye contact at all times
- try and strike a balance between being professional friendly and confident.
- do not be negative about previous experiences. Look to give positive slants even on negative situations.
- be succinct in your responses to questions and answer the question you are asked.
- give as many relevant examples as you can to back up your responses
- at the end thank the interviewer for your time and if you are interested in the role, let them know that.
- switch your mobile phone off before you start your interview
- if you run into difficulty prior to your interview starting in respect of timings or your preparation let your Lucy Walker Consultant know straight away.

**Good Luck!**

**Your Team at Lucy Walker Recruitment**