

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 think you may arrive late, notify your Consultant asap
- If you are having issues getting there, notify your Consultant asap

DO...

- Introduce and express yourself clearly
- Be confident and handle your nerves as this will show your ability to handle the job
- Highlight your experience and skills that would benefit the company and the role
- Ask questions about the company to show an interest
- 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
- Leave your mobile phone turned off during the interview
- Be assertive without being aggressive
- Show you're career focused and plan ahead
- Show you are open, flexible and can easily adapt



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
- Don't demonstrate low moral standards or strong prejudices
- Don't focus on rapid progression
- Don't place too much emphasis on salary

