



Recruitment Guides: Preparing for an interview



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Preparing for an interview

You've applied for a new position, you're qualified, and you have the right skills and experience for the role - now all you have to do is stand out in the interview.

We've all been there. We plan for the interview and we think about the appropriate actions to take during the interview, researching and taking in all there is to know about the company and how your skills and experience fit into their culture and environment. In reality, this is planning and not preparing.

To prepare for an interview you must physically rehearse what you're going to say. You need to know the in's and out's of the company you want to work for, your achievements and your USP's.

It is simply not enough to plan what you're going to say and rely on guessing the questions they are going to ask - you wouldn't do this in an exam so don't do it in an interview. Go through lots of questions online and have a prepared answer for everything. There are always going to be questions that make you think on your feet but having as little room for error as possible automatically puts you ahead of the competition.

Be in the know

Research the company, the people, the competitors and their clients properly. Most companies will ask you about some of these details and it's good to be prepared with some knowledge.

Ask for employee highlights

With today's network on LinkedIn, ask employees for company insights. Even if you don't know them personally, asking existing employees on insights will put you ahead of the rest by having knowledge about the company that no other candidate has. You never know, they may even recommend you for the position.

Talk about what you know and what you've done

No body knows you as well as you know yourself. You are the only one who can talk about what you've achieved, so do just that. Potential employers want to know what value you can bring to their company so tell them! Prepare for the interview but also bring your personality.

Be aware of your body language

Crossing your arms or leaning forwards can often mean you're closed off and can be seen as negative. Be open in an interview and be aware of how your body language is reflecting what you say.

Try to relax

Once you're in an interview try and relax as being nervous makes everyone uncomfortable. Take a few deep breaths to make you less nervous. Remember an interview is not a test, it is a conversation for you and the hiring manager to get to know one another.

Take notes during the interview

List some questions and think of some you can't get the answers to online. Show you are genuinely interested in what they say.

Arrive early

The more prepared you are the more at ease you will feel. It shows you are organised and interested.

Prepare

Research

Review your research and plan

Go to the meeting

Follow up

Chase

