

Fuse Recruitment

Interview Tips

Pre Interview

- Be prepared
- Do research on the company
- If you are feeling nervous about the interview, practise your interview technique with someone
- Prepare for Behavioural style questions – Can you tell me a time when...?
- Get in contact with referees to confirm correct contact details and to ensure the referee is still happy to provide a reference.



Interview Presentation

- Be punctual
- Only arrive 5-10 minutes early to an interview – it's not appreciated when you arrive too early as it looks too keen, it's inconvenient for the other person as they may feel rushed and it can annoy clients and recruiters
- Turn mobile phone off and put it away, do not put it on the table
- When greeting the interviewer, shake hand firmly and with a smile – shows character and confidence
- First impressions count! - Present well... be confident, genuine
- Body language, behaviour, posture, eye contact are all important
- Body language is important as it allows the interviewer to understand what type of personality a person has, people employ on power driven attributes, standing up straight and maybe a little eccentric will get you the job over someone else, because they can tell you're a people person
- Eye contact is always important...people may worry about where they place their hands, how they sit, but a lot of the time these things matter least and they should focus on maintaining eye contact
- Nervousness is ok, but learn how to manage it – ie: maintain eye contact and explain you are nervous. If you don't, this may make the interviewer feel uneasy and misrepresent poor communications skills etc
- Candidates should always be CLEAR and CONCISE when answering interview questions. Particular examples that demonstrate a specific quality or attribute should always be used, particularly if they have been asked to provide a specific example
- Take photo identification and relevant qualifications/letters of reference and a copy of their own resume to any interview
- Don't bring any food, drinks (including coffee) or water bottles into an interview.
- Don't bring your family, or if you must, mention this to the recruiter when arranging the appointment
- Maintain your personal hygiene, no BO, have fresh breath
- Wear clean clothes
- Be well presented and smartly dressed – this doesn't necessarily have to be a suit (although this depends on the job) but candidates should always be clean, tidy and appear professional.

Interview Follow-Up

- Phone your Consultant to ask about the progress of an application and ask if a timeframe can be given for the next round of interviews
- Make personal contact ie: phone to discuss role – this puts a personal slant on the conversation and can often draw more attention to the Resume.