

## **Entrée Recruitment's Interview Guide**

### **Dress**

Always present in a professional, tidy manner which is appropriate to the environment. We would always recommend wearing a suit to your first interview as it is always better to dress up rather than dress down - you'll never get a second chance at a first impression!

### **Preparation**

Ensure that you have the correct address details and names/titles of your interviewers. Make sure you have researched the company and your interviewers prior to the meeting. If possible, read over the job specification so you are aware of what the position requires and to gain an understanding of the types of questions the interviewer may ask you regarding the role.

### **Interview Questions**

During the interview, your interviewer may ask behaviour-based questions which require you to provide a specific response based on your previous experiences. It is important that you give a specific example and explain what the situation was, what action you took, and what the outcome was.

Other typical interview questions include:

- "What do you know about our organisation?"
- "Why does this role specifically appeal to you?"
- "What motivates you at work?"
- "Long term, what are you hoping to achieve in your career?"
- "What are your greatest career achievements?"

### **Behaviours**

It is important during an interview that your non-verbal communication mirrors your verbal communication to reflect your interest and enthusiasm. For example:

- Always shake hands with the interviewer at the start and the end of the interview. A firm, positive handshake will demonstrate your professionalism and confidence.
- Sit facing the interviewer, sit up straight, and look interested. Don't place items on the interviewer's desk such as your phone or bag.
- Pay full attention to the interviewer.
- Although you will probably be nervous, make sure you smile. A smile gives the impression that you are positive, confident and interested in the position.