



Interview Preparation Pack



Pre-Interview Preparation

Before your interview invest some time in research. Finding out as much as possible about the people you are meeting and the company in advance is the best way to ensure you are ready. The more you know before your interview the more confident you will feel and appear.

- Make sure you know the company website inside out and prepare plenty of relevant questions.
- Read as much third party information as you can. Look on search engines to familiarise yourself with the company's past present and future.
- Utilise the knowledge your consultant will have about the client to build a picture of previous successful interviews, likely questions and interview structures.

“At CRS we understand that the recruitment process can be daunting for everyone involved and we aim to make the experience as straightforward, positive and enjoyable as possible”



Things to remember...

- Prepare your wardrobe in advance making sure you are wearing appropriate business dress and are well groomed.
- Get an early night the night before, we all perform better when fully awake!
- Take money with you in case you need to take a taxi or bus unexpectedly if you are lost or running late.
- Have clear directions and know how long it is going to take you to get there, know the name of who you are meeting and their title.



Common interview questions.

An employer's aim in an interview is to build a thorough picture of your skills, experience, abilities and personality in order to assess whether you have the correct skill set and fit for their business. You meanwhile are trying to establish whether they and their firm offer you the best next step in your career.

Here is a list of commonly asked questions with tips on how to answer.

We recommend that you prepare your answers prior to your interview.



Tell me about yourself?

This is your time to talk about your experience, qualifications and the skills that you have gained from previous employment that are most relevant to the position.

What has been your best achievement?

Keep your answer job related, talk about the skills you used and why it benefitted the team/company.

What are your strengths?

If you have a job description with required skills highlighted, try and find examples that show how you have demonstrated them. We recommend you base your answer around 3 or 4 key skills.

What is your biggest weakness?

Always try to focus on turning a negative into a positive when answering this. You can either talk about a weakness that is not a key area for the job or a weakness that you have identified and how you have worked to overcome it.

What are the reasons behind wanting to leave your current employer?

When answering this question make sure you are not negative about your current/most recent employer. Keep your answer short and give positive reasons for why you want to move on, whether it be the ability to contribute in different areas, more responsibility or a change in direction.

Tell me about a difficult situation you have been in and how you overcame it?

The interviewer will want to see how you rise to a challenge, how you react when put under pressure and to gauge what you view as a 'difficult situation'. Think about the positive things that you have done to achieve the "unachievable". Make sure you use STAR* outline the problem; discuss the options you considered, deliver your final decision and the reasons for your choice ensuring you end on a positive note.

What is it about this role that interests you?

Take this opportunity to direct your answer in a way that connects you with the position and company. Your answer needs to prove to the interviewers that your skills are exactly what they want. They want to know if you have a realistic view of what it is like to work in their industry. Be specific; show them that their industry and your career goals are in sync.



Use STAR when answering a behavioural based question...



- S** Situation - Briefly outline the situation that provides the best example of what the interviewer has asked for.
- T** Task - Describe the task/s that you were required to carry out in this situation.
- A** Action - Tell the interviewer what you did to handle the situation, whilst there may have been several people involved it is what YOU did that they want to hear about.
- R** Result - Conclude your answer with the result of your action in relation to the situation. Even if the situation wasn't solved you can discuss what steps you have taken to prevent or handle it differently in the future.



Basic and essential tips.





Making a good impression...

- Pay attention to the way you communicate. There's evidence to suggest that non-verbal communication overpowers verbal communication so if you describe yourself as confident and outgoing but speak inaudibly and avoid eye contact, the interviewer will read the latter as indicating a lack of confidence and disregard what you said about being confident
- Practise anything you are concerned about whether it be having a trial run of the journey or practising saying your answers out loud. Both will build your confidence

Controlling nerves...

- Write notes and take these along to the interview
- Ask for clarification if, at first, you're unsure of what the question means
- Pause before answering a difficult question in order to give yourself time to think
- Don't forget to breathe!

On the day...

- Arrive a few minutes early, if you are running late call your consultant and let them know so they can contact the client
- Turn your phone off before entering the building
- Make sure you are not chewing gum
- First impressions count so you need to make a strong first impression. Stand up when the interviewer enters the room, remember a firm handshake, direct eye contact and a friendly smile
- If you are nervous take 3 deep breaths, don't be afraid to tell the interviewer you are feeling a little nervous, we're all human and they will probably appreciate your honesty!
- Think before you speak, it is better to have a few moments silence than to regret what you have said
- If you are interested in the role, ask about the next stage if appropriate
- Always thank the interviewer for their time!
- If offered a glass of water, accept even if you don't want it at that time. Taking a sip of water can give you a few seconds to think about an answer. A cold drink can also help if you are nervous and feeling a bit hot under the collar!



After the interview and feedback.

Your consultant will provide you with feedback from the client as soon as possible. It is likely they will wait to receive your feedback first so make sure you call your consultant as soon as you can.

We will ask how it compared to other interviews you have had, if they were to invite you back for a second interview or offer you the role would you accept, what you thought of the company, did you build a relationship with the interviewer and any reservations you might have.

It is important that you learn from the feedback you receive from an interview. Whether it is positive or negative it is vital you take it on board for any possible future interviews.

Find a quiet place, perhaps on the journey home and write down as many of the questions you were asked as you can remember, note down your answers then rank them on how well you answered them on a scale of 1 to 10. This will help you prepare how you can provide better answers if you have any future interviews.



Email us welcome@crssecretarial.co.uk
Visit our website www.crssecretarial.co.uk
Tweet us @CRSSecretarial
Follow us on Facebook CRS Recruitment Ltd
Follow us on Instagram @CRSRecruitment

