

Resource

Helping the community into employment

Interview skills: Top tips to impress interviewers

Eric Salamon

What is an interview?

It is a conversation... So listen!

- Answer the question
- If you are unsure of the question ask for clarification
- Challenge and have views, do not get into an argument
- Do not let them wind you up. Keep Calm
- Shut up when you have answered the question

Interview success: Top tip 1

When you get an interview do not stop your job search

- Be stimulated and motivated by your success to press even harder for more interviews
- An interview is *not* a job
 - It is improving the odds of getting a job
- Do not waste time, continue your job search, maintain the momentum
- Knowing you have other opportunities in the pipeline will help you be more confident and relaxed and take some of the pressure off

Interview success: Top tip 2

Prepare, Prepare, Prepare

- You can never do enough preparation
- Prepare what you will say about yourself to demonstrate your skills
- Prepare to show you understand the prospective employer's organisation
- Prepare so you know what skills the job spec requires
- Prepare what questions you will ask

Interview success: Top tip 3

First Impressions Really Matter

- Before a single question is asked, the interviewer has formed an opinion, make it a FAVOURABLE opinion
- If it is online, set up your device:- screen at 90 degrees, camera at eye level and a tidy background which is business like
- Look at the camera, not at yourself or the interviewer on your screen

Interview success: Top tip 3 (continued)

First Impressions Really Matter

- Show head and top half of your body. Demonstrate some body movement/energy
- Appearance, body language, tone of voice and first words should be confident and positive
- The interviewer is desperate for you to be the right one, prove them right

Interview success: Top tip 4

There are only 3 interview questions

1. Can you DEMONSTRATE you can do the job ?
 - Do you have the qualifications, experience, achievements and skills to meet the JD?
2. Do you REALLY want the job?
 - Do you show enthusiasm and genuine interest in the job and organisation?
3. Will you FIT IN with me and my colleagues ?
 - Is your personality right for the job/environment and are you adaptable?

Interview success: Top tip 5

Keep your questions strategic and topical

- Do not ask questions to which you should know the answer!
- Do not just ask about things just affecting you, show an interest in their organisation
- Ask about growth initiatives, the implications of recent political and financial changes etc

Interview success: Top tip 5 (continued)

Keep your questions strategic and topical

- Watch the morning news and prepare a question based on current events
- Be prepared to have a view on you own questions
- Enquire about remote working and on-boarding processes
- Finish with a “thank you” and positive statement. Send a follow up e-mail

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CONTACT

020 8346 4000 | OFFICE@RESOURCE-CENTRE.ORG | RESOURCE-CENTRE.ORG

 @Resourcecharity  @Resourcecharity  Resource Employment Advice Centre

8 Dancastle Court, 14 Arcadia Avenue, London N3 2JU