

How Prepared are you for your Interview?

Interviews can be nerve wracking and if you turn up unprepared it could cost you your dream job.

Interviews are varied and they won't always follow a set pattern but if you consider the following points your chances of success will be improved. Make sure you are well prepared with as much information about the role you are going for and the company as a whole. The company's website will be a good source of information about the company as well as information about the products or services they offer.

Make sure you know how many people will be interviewing you. Also try and find out what their roles are within the company.

It may sound obvious but make sure you know exactly where it is you have to go to attend the interview. Make sure you have the correct directions as well as any information on parking or the nearest railway station. Always make sure you give yourself plenty of time to arrive. Arriving late will give a bad first impression. Arriving also gives you the opportunity to gather your thoughts and prepare yourself.

Always dress to impress, decide what you are going to wear the night before to avoid rushing around the day of your interview.

Have a copy of your CV with you and ensure you have read it through so you are able to answer any questions.

When meeting the interviewer(s) for the first time, always greet them with a smile and a strong handshake. Make sure you maintain good eye contact at all times, especially with the interviewer to whom you are responding to. Respond to the style of the interviewer, if they are formal - be formal, if they are informal - be informal.

Ask questions and show a real interest in the position and the company. Aim for questions that indicate an interest in their line of work or products and your enthusiasm and interest in the role itself, rather than holiday entitlement, pensions etc.

Make sure you are prepared for questions you think they may ask you. Try to focus on your achievements when answering and portray every response in a positive way. If you do not understand a question, don't guess the answer - ask them to explain the question further. Although you may be nervous and want to give the impression you are knowledgeable, don't talk too much. Give yourself time to think about your answer before you reply.

Have your own questions prepared in advance but try to ensure that you use them in the context of the interview and think about the information you have already been given by the interviewer already. This will help to show the interviewer that you are interested in the company and want to find out more about the role you are being interviewed for.

The type of questions you may want to think about:

*What career development pathway could I expect over the next few years?

*What training is available within this role?

*What is the overall culture of the company?

At the end of the interview, if the opportunity arises, ask them how they felt the interview went. Also, if you are interested in the position, it is important to tell them.

Finally, make sure you know what the follow up procedure is, and when you can expect to hear back from them. Always thank them for seeing you.

About the Author

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Source: <http://www.seoscores.com/articles>