

NAIL THAT INTERVIEW



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AN ESSENTIAL GUIDE TO INTERVIEW SUCCESS

CONGRATULATIONS

...

You've got yourself an interview for your dream job. Now it's time to prepare so that you make the best impression you can to the people that matter.

We've put together this guide to help you prepare for your interview and included some top tips and typical questions to help you perform to the best of your ability on the day.

Included in the guide are suggestions covering the **following topics**

- Preparation
- During the Interview
- Do's and Don'ts
- Video Interviews
- Competency Based Interviews
- 30 Interview Questions you might be asked
- 20 Questions to ask
- Follow up

- 1.** Appearance – First impressions really do count so it's important to dress accordingly and make sure your potential employers aren't put off by inappropriate dress. True, some employers are more relaxed about this but if in doubt always go for smarter rather than more casual. It shows that you are treating the interview seriously and have taken the time and trouble to look your best. Get the outfit ready the night before and check that it's clean and there are no repairs to be done.
- 2.** Prepare well for the interview and make sure you do plenty of research about the company and the people you are going to see. Employers expect you to know something about their business and it will help you get ready for questions you might be asked at the meeting. Find out the location and plan your route to make sure you get there in plenty of time.
- 3.** Review your CV and Application form referring back to the job advert and profile so that you can get a feel for what sort of questions you might be asked and tailor responses accordingly.
- 4.** What sort of Interview is it? General Chat, Video or Criteria Based interview. Make sure you know what is expected of you so that you can put plenty of time aside to prepare presentations etc. if required. Sometimes you might be required to complete a competency or multiple choice test. Find out how many people will be there so you won't be intimidated if there is a group and you will know what to expect.

PREPARATION



SUCCESS IS WHERE
PREPARATION &
OPPORTUNITY
MEET

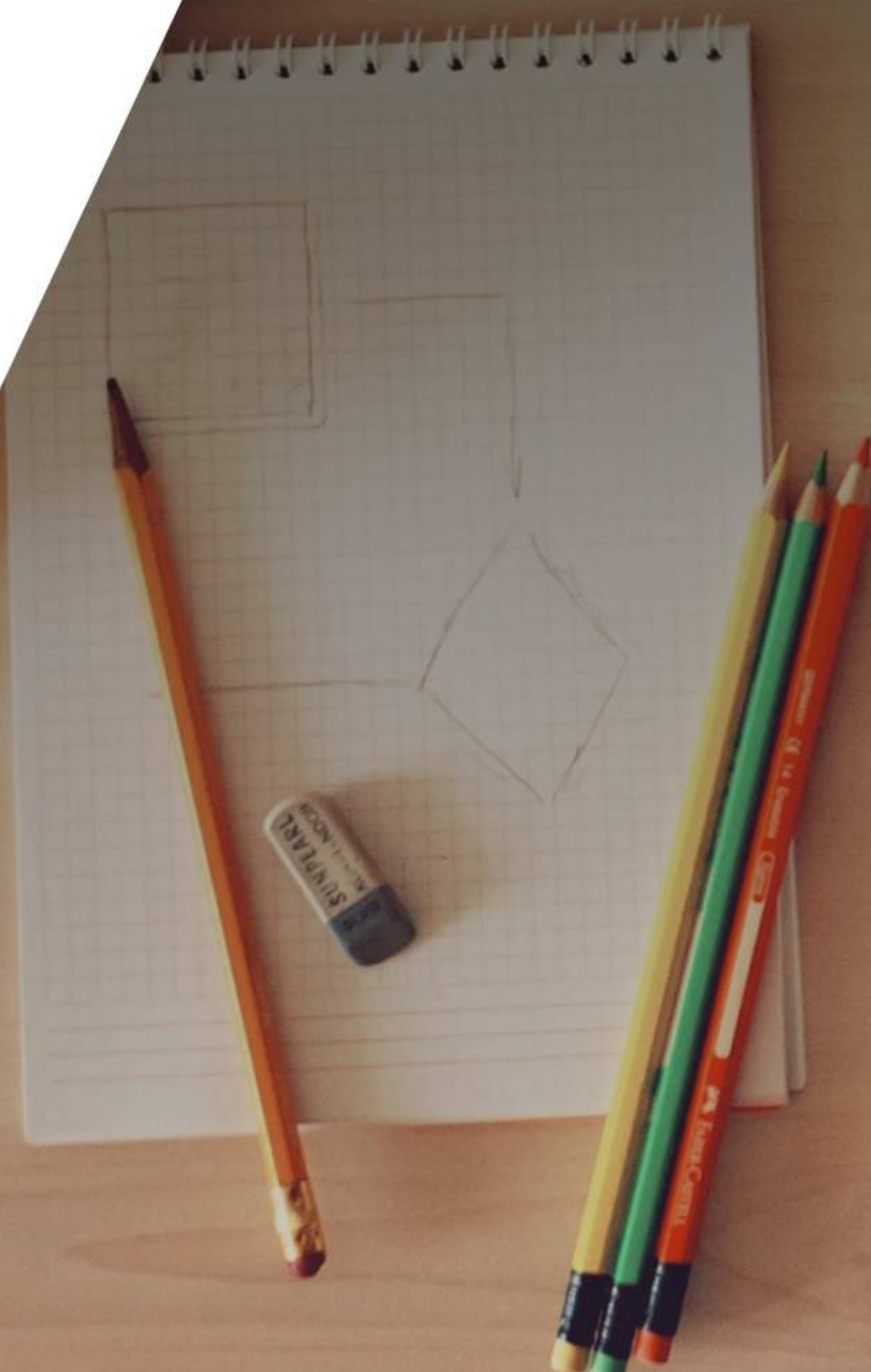
BOBBY UNSER

5. Try writing down a few questions you think you might be asked. Some can be general questions such as:

- Why do you want to work for us?
- What do you think you would be able to add to this company?

Some might be more specific and relate solely to the role. To assist with this, we have included a list of 30 questions you might be asked at an interview in our guide.

6. Think of a few questions you would like to ask the interviewer but make sure it's not just about the salary package. You might cover quite a lot before you get to this stage so it's a good idea to have a few things you can draw on. Again we have included 20 in the guide.



Remember

Treat the interview as something to enjoy. You've done well to get this far and the employer has obviously seen something they like already. This is your opportunity to really shine and speak about yourself. Don't be shy, the interview will be a good experience and learning opportunity if nothing else so everyone has something to gain from it. The interview will go beyond the CV and first impressions but if you've prepared yourself there's nothing to be scared of.



Do's

&

Don'ts

- Prepare well
- Turn off mobile
- Get there in time
- Dress appropriately
- Prepare questions
- Show interest
- Ask a few questions
- Research the company
- Practice presentations
- Keep positive
- Be respectful

- Swear
- Smoke beforehand
- Slouch
- Lie
- Be late
- Criticise former employers
- Argue or talk over the interviewer
- Be disrespectful or arrogant



Competency Based **Interview**

Competency based interviews are used successfully throughout almost every sector of business when recruiting new staff. They are preferred because they show the potential employer how the candidate will perform in a job or function, by giving them suggested scenarios. This benefits over traditional interview techniques in that it enables the employer to assess how adequately qualified the candidate will be in all areas of the prospective role.



So what does an interview such as this consist of?

Initially, candidates like yourself, are asked questions regarding your behaviour in a specific environment. This is then backed up with an example from previous career roles. When you attend these interviews, it is important to prepare and deliver situational examples. This then enables you to show how you demonstrated these skills in real situations. It can be quite difficult in some instances, as employers want to know “What you have done?” rather than “What you would do?” They will delve deeply into the situation so it’s important that examples you have prepared are real life situations and not made up.

An example of a competency based question will begin with....

‘Describe a time when you...’

‘Give me an example of when you...’

‘Describe a situation where you...’

‘How would you react to...?’

‘How would you overcome...?’

If you are attending a Competency Based Interview it would be a good idea to read through our Guide for Employers “Interview Like a Pro” to find out what employers are looking for. There is also a list of 50 questions included in this guide.

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**TALENT
WILL GET YOU IN THE ROOM
CHARACTER
WILL KEEP YOU IN THERE.**

VIDEO/SKYPE INTERVIEWING

Video interviewing is becoming more and more popular. It saves valuable time and money, particularly if candidates or decision makers have to travel long distances or there is a large number of interviews to get through. It also makes collaboration easier between managers and there is the option to play back the interview if necessary so that hiring managers can discuss candidates.

There are two types of video interviews. One- way video Interview and Live Video Interview.



Live video interview

These work in the same way as a traditional interview so potential employers will be able to see your reactions and responses. You will be in an interactive situation. However, they are often recorded so other hiring managers can collaborate and make decisions. Make sure you prepare beforehand so that you are comfortable with your webcam and microphone and the surroundings look appropriate. It's important to dress as if you were attending a face to face interview as employers will be able to see that you've made an effort.

One- way video interview

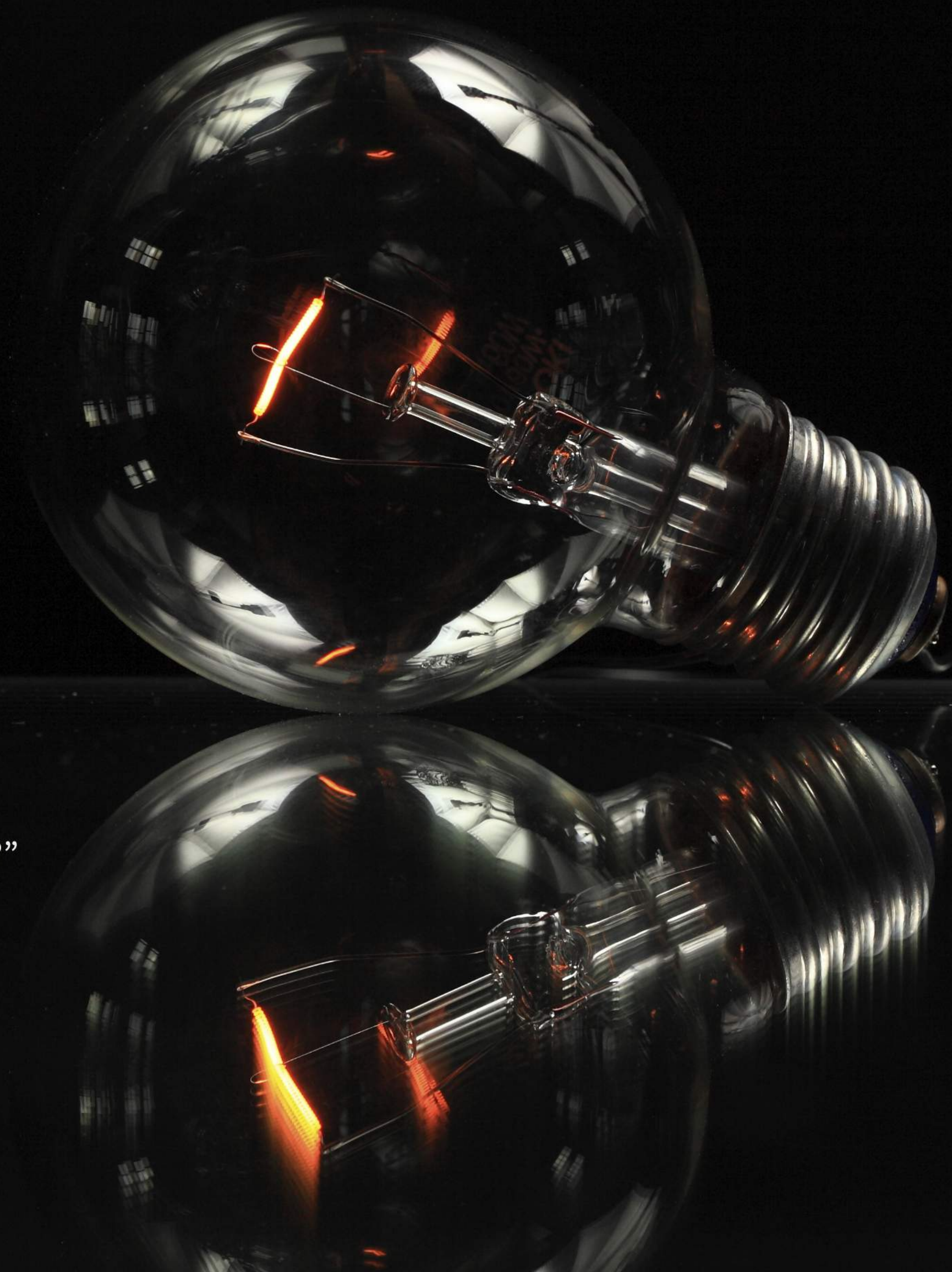
You will have to respond to a series of questions and record your answers then submit this to the company. Hiring managers will then be able to assess your answers at a time convenient to themselves and discuss with colleagues. The preparation and surroundings are just as important for video interviews as face to face situations so make sure that you prepare thoroughly.

30 INTERVIEW QUESTIONS YOU COULD BE ASKED

1. Why do you want this job?
2. What questions do you have for us?
3. Describe your greatest achievement.
4. Explain a situation when you had to make a difficult decision.
5. How did you deal with this situation?
6. What do you do in your spare time?
7. Where would you like to be in 3 years?
8. What activities have you undertaken outside work to upskill yourself?
9. Have you attended any other interviews?
10. If so where?
11. Explain a time where you have implemented a system to improve procedures.
12. What did you do?
13. How was this received by colleagues?
14. Give me an example of your strongest qualities.
15. Why should we hire you?
16. What do you know about our company?
17. What are your goals?
18. Why did you leave your previous role?
19. What motivates you?
20. Would you describe yourself as a team leader or a team player?
21. What three words would you use to describe yourself?
22. What tasks do you like doing best?
23. What experience do you have of excel for example?
24. What qualifications do you have which would be relevant to the role?
25. Why are you the right candidate for the position?
26. What's your notice period?
27. What salary expectations do you have?
28. What is your current salary?
29. How far would you be prepared to travel?
30. What's your greatest achievement in the work place and why?

20 Interview Questions you could ask.

1. What expansion plans are there for the company?
2. Can you tell me about the company culture?
3. Does the company have a mission statement and core values?
4. Where will the job fit into the structure of the business?
5. What are the main responsibilities of the position?
6. What are the main objectives for the role?
7. What support will I get to achieve these objectives?
8. How does this company differ to competitors?
9. What do you enjoy most about working here?
10. What skills and experience would make an ideal candidate?
11. What training opportunities are there within the role?
12. Why did the last employee leave?
13. Is this a new position or a replacement for someone?
14. What is a typical day like?
15. What are the reporting lines for this role?
16. What happens next in the process? Or “When will I expect to hear?”
17. What challenges are there likely to be?
18. Are there any team building activities?
19. What more can you tell me about the job?
20. How are people in this job currently performing?



It's essential to thank all your interviewers after the event for the following reasons:-

- It confirms your interest in the role.
- It's respectful and good manners.
- You are showing that you appreciate the time of the interviewers.
- It gives you another opportunity to make an impression.
- You can clarify any points you want to.
- It's a chance to promote your communication skills.
- Most candidates will so you don't want to be remembered for the wrong reasons.

An email should be sufficient in most cases.

Good Luck and enjoy the process.



Root 2 Recruit

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