

# NEAVES & NEAT

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# HIRE ME!

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WOULD YOU?

INTERVIEW TIPS

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# TOP INTERVIEW TIPS

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**Know where you are going?**

**Know the names of the people you are seeing?**

**Know about the company and what it makes or does?**

**What skills/qualities/experience do you have to match?**

**Look the part, and you will feel it**

**Think about what you want from a job and tell them**

**Be upbeat**

**Sell yourself**

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Prepare yourself, interviews are two-way meetings. Interviews are an opportunity for the interviewer to find out about you and if you are suitable. It is also an opportunity for you to find out about the organisation, the position and if it will provide you with the challenge and job satisfaction you are looking for.

Think about your skills, qualifications and experience to ensure that you can talk confidently about what is written on your CV. Prepare some questions to ask at the interview. In the first interview restrict your questions to the details of the job and the organisation. Salary and benefit can be discussed in the second interview or when a job offer is made. Make sure your personality comes across as this could be what gets you the job.

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## **Do your homework**

Find out as much as possible about the company prior to the interview. Start with their web site and find out about the products and services they offer, the location of the office(s), and the number of employees. Ask us if you want any extra information on them.

## **Dress Code and Appearance**

For any interview, smart business dress is a must. Ensure you are well groomed with tidy hair, clean shoes and clothing.

## **Travel and Timing**

Plan your journey beforehand to ensure you arrive a few minutes early. Allow for possible travel delays. Just in case of a major hold-up, make sure you have our telephone number so that you can call if you suspect you will be late.

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Telephone 01353 667005 or email [admin@nandn.co.uk](mailto:admin@nandn.co.uk) for more information

**GUIDING THE WAY IN RECRUITMENT**

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