

***“Fail to prepare and prepare to fail” A very true saying! BUT we can HELP...***

An interview is a two way process, you should fully exercise your chance to ascertain if the role and company are a good match to your search criteria in the same way the interviewer will be assessing your skill, experience and culture fit. We all spend many hours at work so it is key that we work in an environment that makes us happy. To help you decide if the company, role and people match your search criteria you need to invest time, conduct research and prepare a list of questions to present at interview. We have invested our time in composing the following as we are confident this will enhance the success of the interview experience.

**Pre Interview:**

**Company Research:**

- Visit the company website & Google news/press releases on the company
- Have they won any awards?
- Do they have active social media? If so view/read the latest tweets or blogs
- Research their LinkedIn page, are the interviewers you are meeting on LinkedIn?
- If appropriate/possible visit one of their stores/locations/depot etc.
- If appropriate/possible try their product, software, service prior to interview

**Research the Role:**

- Make sure you fully understand the role, read the job spec several times
- Research any terminology you do not understand
- Mentally prepare examples of experience where you can demonstrate synergy to the tasks of the role
- Prepare examples of how you can demonstrate the person skills/traits mentioned on the job profile
- Prepare specific questions relating to the tasks listed on the job description

**Questions:**

Consider the types of questions you are going to be asked and reflect on how you would answer them...?

**Questions you may be asked:**

- Why do you want to work for this company?
- What do you know of our Company/Product/Industry/Service?
- What are your strengths, weaknesses and interests?
- Why did you choose or why do you want to be a JOB TITLE?
- Tell me about you...? (Open question so how would you answer it)
- What are your short and long term goals?
- How do you think a friend/colleague would describe you?
- Describe a situation in which you had to work with a difficult person (another student, co-worker, customer, supervisor, etc.). How did you handle the situation? Is there anything you would have done differently in hindsight?
- Was there an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
- What motivates you?
- How do you motivate yourself or others?
- How can you contribute to our organisation?
- Describe your greatest career/personal achievements.
- How do you work under pressure? Give an example.
- How would you handle conflict? Give an example.
- What management style do you respond best to?
- What tools do you use to keep yourself organised?
- Tell me about a time when you have had to go above and beyond to get a job/project/task complete?

## Prestige Pointers on Interview Tips

Preparing questions to present to the interviewer is key and the type of questions you ask can differentiate you from the competition. Use the research you have conducted on the company and the position to help you compile the questions, the following may help you define and plan your questions:

### Questions you may want to ask:

- Why is the position available?
- What does a typical day look like?
- What is the percentage breakdown of the tasks on the job specification?
- What are the most immediate projects that need to be addressed?
- What are the biggest challenges that someone in this position would face?
- What are the skills and experiences you're looking for in an ideal candidate?
- What attributes does someone need to have in order to be really successful in this position?
- What types of skills is the team missing that you're looking to fill with a new hire?
- What are the performance expectations of this position over the first 12 months?
- What metrics or goals will my performance be evaluated against?
- What is it about working for this company that you like?
- What level of budget would I be working with?
- Do you expect the main responsibilities for this position to change in the next six – 12 months?
- How will I be trained?
- Are there opportunities for advancement or professional development?
- Where have successful employees previously in this position progressed to?
- What is the performance review process within the business?
- Can you tell me about the team I'll be working with?
- Who will I report to directly? What is his/her management style like?
- Can you tell me about my direct reports? What are their strengths and the team's biggest challenges?
- Which other departments and stakeholders will I work most closely with?
- Is there anything that concerns you about my background being a fit for this role?
- What are the next steps in the interview process?
- Is there anything else I can provide you with that would be helpful?
- Can I answer any final questions for you?

### Prestige Pointers:

- Take a copy of your CV with you ensure you are familiar with its content, practice talking through your CV ensuring you sell yourself succinctly
- Take a note pad and pen with your prepared questions. During the interview note down points or questions that you can return to later
- Demonstrate a well-groomed professional appearance and wear smart business attire
- Make sure you know the route, where possible do a 'dummy run' and arrive 10 to 15 minutes early
- Be pleasant and polite to everyone you meet and ask for the interviewer by their name

### During the interview:

- It is a two way process so to help your nerves remind yourself you are interviewing the interviewer 😊
- Remember to smile and always make eye contact. Shake hands firmly
- Try to relax and be positive; the interviewer is only trying to find out about you not catch you out
- Listen to the questions and try to answer them. If you need time to think just say "can we come back to that one later whilst I think about it"
- Don't lie or be critical of your current/ last employer

### Closing the interview:

- If you really want the job let them know
- Use the selections of questions above to choose the best way for you to close the interview
- Find out what the next stage is and if they have other candidates to see
- Thank the interviewer(s) for their time and consideration