

# Top Tips For a successful interview.



HASSON ASSOCIATES

# Before the interview...

- Let us know if there are any adjustments needed to make your interview/screening process as seamless and comfortable as possible.
- Identify key features of the role –use examples to match with your skills.
- Think –why do you want this job and why this company?
- Research thoroughly –the business & the interviewer.
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- Where are you going? Journey mapped?
- What is the dress code?
- Prepare in the same way if it's a phone/Skype interview and make sure you are in an appropriate location.

# During the Interview...

- Listen to the question and answer the question specifically.
- Be positive – verbally & through body language.
- Be open and honest about successes and failures.
- Build rapport.
- Try not to be negative about a current or previous employer.
- Try not to ramble!
- Always have additional questions prepared.

# Sell yourself...

- Businesses want to hire passionate people who have a genuine interest in the job – show that in the meeting.
- Note two or three major achievements –things that have directed the course of your career.
- Talk about what skills you can offer that are directly relevant for this role.
- Be open; they want to know who you are and why you want to join them.
- Make sure you're aware of their company values - and share yours.
- 'Close' if appropriate – ask the interviewer about next steps.

# Remote interviewing (interviewee)

- Check that your tech works.
- Set the scene –don't have a distracting background OR distracting background noise and make sure you are dressed for an interview.
- Behave like it's a face-to-face meeting but acknowledge that its not.
- Prepare –thoroughly, key examples for the core parts of the role.
- Listen –Clarify –Answer Clearly.

# Not sure? Ask us!

- Every client is different, and we know them well – how they work, what they are looking for and even potential interview questions.
- Your consultant will talk you through the interview but please ask us for any further details.
- We can also advise you on how to broach any sensitive or difficult subjects so that you can be at your best on the day.
- Relax, breathe...**GOOD LUCK!**