

Interview Guidelines

This guide has been prepared to assist you in making a good impression when you attend an interview arranged through Downtown Recruitment.

What to expect

- Every company will have its own process for interviewing and assessment, but your Downtown Recruitment Consultant will brief you fully on what to expect.
- We will notify you of who you will be seeing, their position within the organisation and if there will be any special tests e.g. psychometric tests, IT skills or anything to prepare in advance or to take with you.

Preparation

- Your success at interview will be enhanced by being prepared. We will always give you the company website address so you can research the client fully.
- Prepare some questions relating to the company and the role that you are applying for. It would also be appropriate, at first interview, to ask about things like career progression, training opportunities and about the team and environment that you will be working in.
- It is advised that, at first interview stage, you avoid asking questions relating to salary, bonus and other benefits. This is something that your Downtown Recruitment Consultant will confirm for you, following your interview.
- Plan your route and allow plenty of time to find the premises.

Anticipate some likely interview questions

- Each client will have different interview techniques, but be prepared to answer competency based questions which will require you to give in depth information and examples to highlight your work experience to the client.
- Familiarise yourself with the job description and skills required for the role that you are interviewing for and have a think about specific examples of transferrable skills and experience.

Making a good first impression

- Dress code - First impressions count, so good presentation is essential. Regardless of the role that you are interviewing for, you never get a second chance to make a first impression so remember, it is better to be too smart than underdressed.

This information was prepared by Steve Young (Managing Partner) of Downtown Recruitment, if you have any questions, comments or wish to discuss this guide or have any recruitment requirements please contact Steve on 01844-211792.

- Body Language – give a firm handshake, use positive body language, don't cross your arms or slouch. Make eye contact, smile and try to relax.
- Try to keep make up and jewellery to a subtle level, remaining in keeping with the job that you are interviewing for.

The Interview

- Show interest in the job and speak clearly and confidently, making sure everything you say is factual and sincere, this is your opportunity to sell yourself to the client.
- Listen to the questions and give concise and relevant answers
- Do not speak negatively of other people or companies, it makes you look unprofessional.
- Try to be positive at all times, even when discussing your weaknesses, e.g. training that could help.
- Towards the end of the interview you will usually be asked if you have any questions. Go over the questions that you have prepared and check which ones have already been covered. If they have all been covered then let the interviewer know that you had a list of questions but they have all been answered, otherwise ask your remaining questions.
- It is a good idea to ask the interviewer what the next steps will be.
- Finally, don't forget to thank the interviewer for their time and shake their hand firmly again.

Feedback

- We always ask that you call the office, immediately following your interview, to feedback on your experience.
- Your Downtown Recruitment Consultant will then contact the client in due course and will let you know if you have been selected for a further interview, offered the role, or not been successful on this occasion.

Good luck!!

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