

Interview Preparation

**Keep
It
Simple
Silly!**

Interviews can be a stressful time. Nonetheless it is important to remember that an interview only takes place because the hiring manager has the belief that the credentials listed on your CV suggest that you are capable of undertaking the position you are being interviewed for.

An interview should be viewed as a time to impress on the hiring manager that you share a similar philosophy and you have the personality to work within a team. Whilst questions will be asked and these should be answered confidently and consistently, it's likely that the interviewer will be keen to focus on how you communicate rather than what has been listed on your CV.

Here are some useful interview tips;

- **Finding common ground on a social/interest level. For example, football. If this is listed under 'interests' on your CV it makes it much easier for the hiring manager to break the ice should you feel nervous.**
- **We respond better to those who reflect our own body language. For example if someone is sat upright, try to reflect the same body language within good time.**
- **Be confident, assertive and appear knowledgeable. Consider that if you go into the interview nervously you may come out second best. Enter the interview with an 'attack minded' attitude; if you mess up, you mess up. But going into an interview believing that you may pull it off whilst still appearing reserved, shy or nervous is less likely to work.**
- **Plan well in advance. You should understand the company, it's products as well, if not better than its existing employees. Entering an interview with this founding knowledge will impress your prospective hiring manager.**
- **Give yourself plenty of time, relax, arrive within good time and if you are far to early revise, collect your thoughts and compose yourself in time for the interview.**