

The Interview Itself

Objectives

Have a few personal objectives (goals) for the interview.

Examples:

- To make sure you convey to the interviewer(s) that you want the job.
- To give your interviewer(s) the confidence that you are competent and can contribute to their business.
- To convince the interviewer(s) that you are compatible for their organisation.

Upon arrival

- Make sure you go into the interview fresh and clean – avoid having a cigarette or coffee immediately beforehand.
- Arrive early. It can be a good idea to look at company material in reception and have a quick, friendly chat to reception about the company to both relax you and make you feel more comfortable with your surroundings.
- Greet your interviewer(s) with a firm hand shake and make eye contact.
- Build rapport by making small talk on your way to the meeting room. Where possible try to sit yourself at 90° to your interviewer(s) rather than directly across a table at 180°.
- Be relaxed and confident in your ability and adopt a position to reflect that early on. Try not to use closed body language like folded arms or crossed legs.

During the interview

- Enjoy the interview! This is your chance to show them that you really are the best person for the role so relax, smile and listen to what they say before you answer carefully and confidently.
- Stay focused on giving them the information they are asking about (do not go off on tangents).
- Having prepared thoroughly for the interview, make sure that you respond to their questions and not to a different question that you have previously prepared for.
- It is a conversation, and you are people, so try to avoid quoting passages of text that you have written and revised during your interview preparation. Emphasise your key strengths, or areas that you particularly enjoyed.
- Be truthful, thoughtful and concise with your answers.
- Try not to talk for the sake of talking. If you have said all that you wanted to say, or that they may have wanted to know, do not be afraid to stop it there. They can ask you further questions if they need to.
- Avoid being critical (of yourself, of their company, or of your previous companies).
- Avoid being aggressive or overbearing. There is a line where confidence can brim over into arrogance- be aware of that.

Interview close

- Thank the interviewer(s) for their time and let them know that you enjoyed learning more about the company. State that you look forward to feedback from them.
- Send a short and genuine follow-up email thanking them for their time and referencing something you particularly enjoyed or found interesting about the meeting.