

Tate

Interview Techniques

Fact sheet

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It's important to remember that any interview is a two-way process - a chance for you to sell yourself and the employer to sell the role.



If you treat the interview as a question-and-answer session, you'll miss opportunities to share your strengths, your expertise, and what you could do to improve their business. Here's a straightforward checklist of things to consider before, during and after your interview.

Preparation

Make sure you have:

- The full address for the company you're interviewing with, and a clear idea of your route
- A plan for communicating why you're right for the job
- Researched the company to learn about their achievements, products, services and objectives
- Researched your interviewer to find some common ground - LinkedIn is a good place to start
- Understood the key responsibilities of the role, your most relevant strengths and the people you'll be working with
- Prepared at least six questions to ask (in case the interviewer covers some of the questions during the interview)
- Prepared to answer open-ended questions in a punchy, clear and enthusiastic manner

At the Interview

Make sure you:

- Are positive about your last employer, being honest about your reasons for leaving without attacking the company
- Avoid waffling - get to the point without being impersonal
- Keep the conversation going by finishing a response with a question - a good bridging technique engages the interviewer and will result in a more fluent conversation
- Talk about what you have achieved, not the team or department - avoid "we"
- Don't leave anything in the kit bag - sell yourself

After the Interview

Q ■ Why are you looking for a new job?

- Speak with your consultant (preferably face to face) who will help you improve your chances of getting an offer
- Be honest about the positives and negatives - your consultant will work with the client to address these as soon as possible



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