

Employment

A Winning Interview

You've managed to land that all important interview, but what next? Angelina Andrews from Permanent Solutions Direct Ltd, Henfield based Sussex and Surrey wide recruitment specialists, gives her advice on how to turn an interview into a job offer.

Before any interview there are a few basic tips to remember.

Research the company through their website, ensure you have a copy of the job description, think of some questions to ask based on the company, role and person you will report into. Remember you are interviewing them as much as they are interviewing you, if you walk out of your interview with any doubts then you haven't asked enough questions.

Find out who will be conducting your interview - have both their name and job title. Plan the journey before the day of the interview, allow enough time for hold ups and remember even if the dress code for the company is casual you should arrive in smart business attire. Someone will gain an impression of you within the first minute of meeting you, smile and give a confident and positive handshake and make eye contact. Make polite conversation on the way to the interview room, but remember don't start talking about the role at this point.

Think about your positive characteristics and use them, be self-aware, what might have a negative impact on those around you? For example when you are nervous or under pressure do you fidget with your hands or hair? Think about how you are seated, put both feet firmly on the floor this will help you feel more self assured as well as portraying confidence to your interviewer. If given a choice of chairs, make sure you sit on an upright one as deep armchairs can restrict your ability to send certain positive signals and encourage the likelihood of negative ones.



The way you speak is just as important, concise and steady answers will have the greatest impact. Remember silence is golden, pausing for a few seconds before giving an answer will let the interviewer know that you are giving a question the consideration it deserves. Maintaining eye contact is important, particularly when the interviewer is talking to you. But remember that there is a big difference between looking and staring!

At the end of the interview, if you are asked if you have any questions and you can see that they have all been answered during the interview then calmly explain that you don't due to the interview being so thorough, this will show the interviewer that you prepared.

At the very end of the interview if you want the job then tell them! If an interviewer is faced with more than one excellent candidate for the role then they will remember your enthusiasm and positive comments towards wanting the role.

Lastly, remember to be yourself!

Permanent Solutions Direct Ltd are recruitment specialists in HR and Office Support across Sussex and Surrey. They offer a flexible, second to none service for businesses of all sizes. For a new approach to your recruitment needs call Angelina or Lisa on 01273 495353.



Riverford
our farm vegetables on your table
organic

award winning organic vegetable boxes delivered to your door
now available in this area
order today!
01273 492915 local call www.riverford.co.uk

VILLAGE CARS
Henfield's Local Private Hire Service
Friendly & Reliable

- LOCAL & LONG DISTANCE
- FULLY INSURED
- AIRPORT TRANSFERS
- COURIER DELIVERIES

GATWICK from £30 HEATHROW from £50

01273 491888