

Preparing for interviews

Only a small proportion of applicants are selected for interview so if you have got to this stage then you have already made a positive impression! The interview is your chance to present the evidence of your ability to do the job. Preparing for the interview will ensure you make the most of this opportunity.

Collect information about the company and about the interview process. Ask your Blue Arrow recruitment consultant to give you background information about the company. Go to the company website and read all about them! Print off information and highlight relevant and interesting facts and figures. If you don't have access to the internet, ring up the company and ask for a company brochure.

Enthusiasm is important

Re-read the job description. Remind yourself why you are interested in this vacancy, and this employer.

Do your homework

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Go to the company website and read all about them! Print off information and highlight relevant and interesting facts and figures. If you don't have access to the internet, ring up the company and ask for a company brochure.

If you make it your business to learn about the company, it shows you are genuinely interested in working for them.

Also ask your Blue Arrow consultant about the interview:

- ▲ Who is conducting the interview and what is their role?
- ▲ Will there be more than one interviewer?
- ▲ What format will the interview take?

Plan how to present your skills

Know the job description and the responsibilities that go with the role.

Know your own CV and work history inside out. Make notes on the points you want to emphasise during the interview which are particularly relevant to the job description.

Try to anticipate the questions they will ask. Think about any awkward points that might be picked up, and how you will handle them.

Create a good impression

Prepare some questions to ask the interviewer. The interview is your opportunity to find out more about the job and the company. Asking questions demonstrates that you are interested in the role.

Find out how to get to the interview and how long it will take. You should plan to arrive 10 or 15 minutes early.

For the interview, dress in smart business attire that is suited to the environment.