



CUZICK MANAGEMENT SERVICES

Successful Interviews

Attending or progressing through an interview process can be a testing experience in which some people seem to thrive and others struggle. There are a number of ways that you, as a prospective employee can ensure you give yourself the best possible opportunity of securing the role you desire.

Preparation is everything, as when you know your subject you can approach a situation objectively and have accounted for many possible issues before they have arisen. This will assist in enabling you to project yourself in a confident and professional manner. The following points, basic as they may be, are presented as a guide and by utilising them you will give yourself the best chance of being successful in obtaining your chosen position.

- Ensure that you have all the relevant details you require pertaining to the interview - the date & time, venue, name and position of the person(s) you are to meet with.
- Confirm travel arrangements have been made, if travelling by car, that you have planned your route and allow yourself ample time in case of hold ups.
- Your CV is a tool to secure an initial interview, therefore ensure you are familiar with the points you have highlighted, with the view to building and expanding them over the course of the meeting.
- Research the company, background and growth and products or services, also taking a view on the industry sector(s) associated, so as to come across as informed and able to talk over aspects objectively.
- Dress smartly, first impressions do count.
- Do not be late. If you are unavoidably delayed, inform the company or the recruitment consultant (if applicable) as soon as possible.
- Where possible endeavour to obtain an idea of the type of character the company are looking for in a person. Where a company have a number of candidates short listed, all with the skills or knowledge they require, the final decision will often boil down to which personality most fits in with the existing team or culture.
- Take along with you, or have in mind a number of questions to ask and also prepare answers to common questions posed during interviews, a number of suggestions are highlighted below.
- Do not rush to answer questions asked of you, rather think about the answers you offer, this will especially help if any difficult questions are asked, allowing you to stay calm and think clearly.
- Remember the interviewer is not there to trip you up with awkward questions, but instead is seeking to build an idea of the type of person you are, your aspirations and goals.
- View the prospective role objectively, looking beyond primary factors such as salary etc. Whilst these are important, there are many other aspects, which can add to a prospective position. Does the opportunity offer long terms career progression? Training and development, whether that comprises of in house courses or be university or college based?
- Remember the golden rule: You have two ears and one mouth - use them in that ratio. Listen to what is being said and do not talk over the interviewer or be over eager to impress.
- Some interview environments can be of a relaxed and informal nature. Whilst this can encourage open discussion, be careful not to assume or become over familiar with your prospective employer.
- Where possible, have a tour of the office/production area/facility and take note of the general atmosphere to obtain initial impressions of the company's internal workings. Such aspects as cleanliness, the age and state of repair of equipment, attitudes of any employees you may come across will all help to build a rounded picture of the company.

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- Never speak in a derogatory fashion of your current or previous employer, as interviewers will view this as negative.
- Everyone has weaknesses, view these as areas in which you can develop rather than as negatives.

Call your recruiter as you leave your interview to communicate your initial feelings regarding the interview, the company and the opportunity available. This will then allow the recruiter to speak with the company to obtain feedback as quickly as possible.

Questions to you may be asked during an interview.

- Why are you interested in this position?
- What do you know about the company or the products/services they offer?
- Tell me about your current position.
- What do you like/dislike about your current position?
- Why are you seeking to leave your current position?
- What would be your ideal working environment?
- What would you say are your strengths/weaknesses?
- Why do you think you are the best candidate for this position?
- Where do you see your career moving in the next 3/5 years?

Questions to pose during an interview.

- Does the role offer any career progression mid/long term?
- Does the Company offer training whether in house or through colleges/universities?
- Where can I expect to be if my performance is good?
- What are the future plans for the Company and the department?
- What in your opinion are the major reasons why someone should join the Company?
- Will I be considered for the position/second interview?
- When should I receive feedback on my interview?

The above points and questions are suggestions and are for your guidance only. The questions are perhaps best put in your own words and adapted as necessary for the role you are pursuing.