

Interview Preparation Check-list

- Make sure you know exactly where you are going, plan your route the night before allowing for any potential delays. Utilise web tools such as www.multimap.com and www.streetmap.co.uk If possible, do a "dry run" the night before your interview.
- Always plan to arrive at least 10 minutes early, if you were to arrive at the exact time, by the time the interviewer is informed you could technically be classed as late. If you are running late or even potentially late, call your consultant who will inform the client straight away.
- Research the company on the internet and use the information to structure some questions to ask in the interview.
- Write your questions down or print them out and take them with you. This displays a professional approach to the meeting and will prevent a mental block at a crucial stage of the interview.
- Know who the interviewers are by name and title, ensure you spell names correctly. If you are unsure of correct pronunciations, call the company secretary to check, chances are it will be fed back to the interviewer, who will be impressed with your thorough approach.
- Understand as much as you can about the job, this is often best achieved by speaking to an existing employee who is in a similar role.
- Rehearse the answers to popular interview questions:
 1. Why are you looking for a new job?
 2. Why did you leave your last company?
 3. What are your best attributes?
 4. What are your worst attributes?
 5. Why do you think you are right for this company?
 6. Why should we hire you?
 7. Which three words describe you best?
 8. Where do you see yourself in five years time? (please note that "on your side of this table" is NOT an acceptable answer and will guarantee a reasonably short interview!)
 9. What is your greatest achievement?