

## PREPARING AND ANTICIPATING QUESTIONS

Interviews can take varying styles; some can seem like informal chats, while others are more structured. You need to be prepared for both. By preparing answers for questions beforehand, you'll be on the front foot and it will give you an opportunity to examine your CV the way that the interviewer will.



### Common questions you could be asked

- Why are you seeking a position with our company?
- Why do you want to be a [job title]?
- How do you cope with pressure situations?
- Have you come across a situation like this? How did you handle it? What was the outcome?
- What are your greatest achievements to date?
- What interests you most/least about this job?
- What salary are you looking for? (Know what you're worth by using the Hays Salary Guide).

You're also likely to be asked more complicated capability questions, which we'll address in more detail in the next section, as these are more difficult to prepare for.



### Questions to ask the Interviewer

Towards the end of the interview, you will usually be asked if you have any questions of your own. Prepare a list of questions you want to ask about the organisation and the position.

Specific questions about projects or results you have researched are best, but more general examples include:

- What prospects are there for personal and professional development?
- What attributes would you hope that I bring to the job?
- What do you like best about working at the company?
- What specific problems are you hoping to solve over the next six months?
- What are your goals for the department?



## DURING THE INTERVIEW

Your interview begins from the moment you enter the building. Your first impression is vital and not confined to the interview room, so make sure you treat everybody respectfully and in a friendly manner. Don't forget to smile.

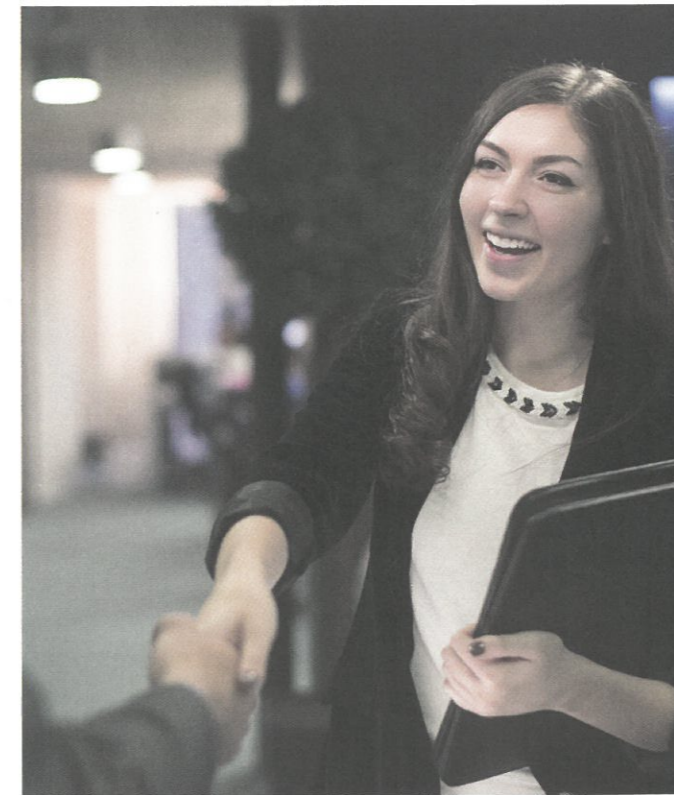
### On the day

- Bring your documentation, a copy of your CV, directions and the address of the company and your interviewer's name (in case you forget it).
- Arrive at reception five to ten minutes before the interview. If you misjudged the traffic and arrive 30 minutes early, take a walk in the locality. Showing up too early can cause a poor first impression.
- Ensure your mobile phone is turned off so it doesn't ring or vibrate during the interview. Your phone interrupting your interview will distract you and is completely unacceptable.
- When the interviewer approaches you, greet them with a firm handshake, look them in the eye and smile.
- Make small talk with your interviewer as they lead you to the interview room, but avoid the temptation to be funny as you do not know what their reaction will be. Safe small talk about the weather, the journey or the office will suffice.
- If offered a drink, accept it as this can help and can be used as a prop to perhaps give you some time to answer a difficult question.

### Body language

Be confident at all times, hold yourself confidently but appear relaxed, try not to appear defensive. This can be challenging, particularly if you're understandably nervous, so here are some tips for how to hold yourself upon first arriving, and throughout the interview:

- You make your first impression when you meet the interviewer in the waiting room. Think about how you will say hello. Sit in a straight and upright neutral position. Offer a firm, but not crushing handshake.
- Rest your arms on the arms of the chair or your legs. While using gestures to convey a point can help show your passion, excessive hand movements can make it seem like you are desperately trying to get the point across. Folding your arms and legs can be seen as an aggressive stance.
- Avoid touching your face and hair as it distracts the interviewer, they might think you are not comfortable with the questions being asked.
- Make lots of eye contact during the interview - when you are listening and when you are speaking, but don't go overboard. It's not a staring match and it's normal for the other person to break off contact throughout the interview. This is a very important form of non-verbal communication.



### Deep breaths

Take deep breaths to relax, keep calm and focus the mind.

### Relax

Try not to let your nerves show through your body language

### Open

Ensure you are sitting in an open comfortable position

### Leaning

Lean slightly toward the interviewer to show your interest