

# Project Start...

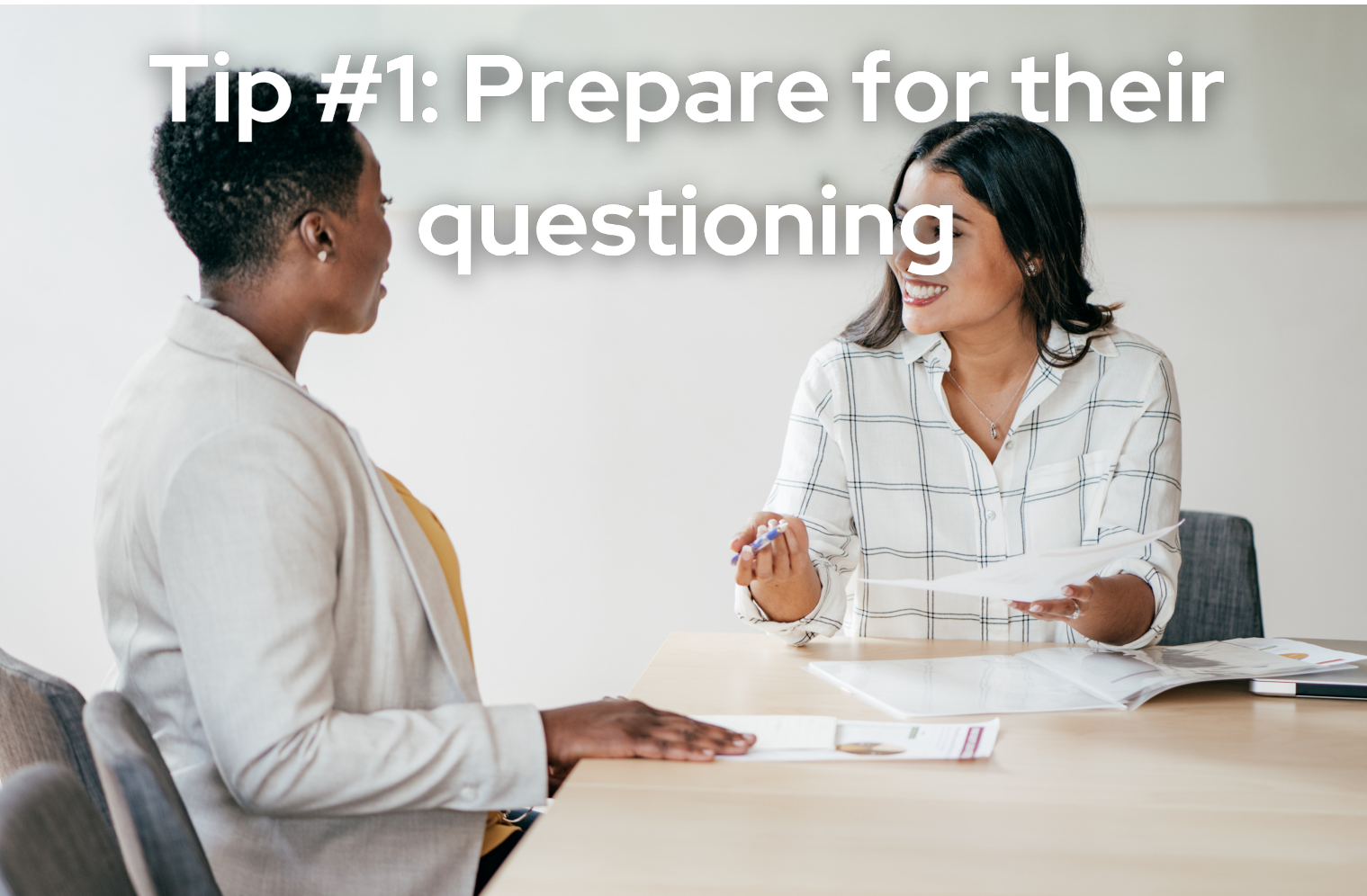
## How to be the best at an interview!!

Right now, the competition is high applying for new jobs! **COVID-19** has hugely increased the job-seeking market, so how can you be the best at interview against the other delegates?

All interviewers have different techniques, some use different competency methods and you don't really know what they are looking for (that would be giving the game away) but all of us want to do our best, get offered the role and get on with the job!

**Project Start** have prepared some useful tips on **how to perform your best at an interview....**

### Tip #1: Prepare for their questioning



Consider the most likely questions the interviewers are going to ask you before you even get to the interview. Have a look at the interviewers on LinkedIn, Facebook or ask your agency about their backgrounds. Think about their career path, what their role in the business is, what their technical background is and what is likely going to be their main questions.



Knowing a thing or two about your potential employer will assist you in the interview. Did you study the same courses or degree subject? Have you worked for the same company in the past, finding a common similarity helps build rapport. It will help you to tailor your responses and to show you are keen. Have answers at the front of your mind ready.



However, they will always ask what do you know about our company, so make sure you know you have researched their company website, clients normally want you to tell them, the date they launched, who owns the business, what sectors they are involved with and what their products or services are.

## Tip #2: Look sharp



In most businesses looking smart is a given so you should always go suited and booted. It maybe that your day to day work attires is not a suit and jacket and tie for the men, but at an interview you should always dress as smart as your wardrobe allows you to, best advice I was given invest in a good suit!

Most companies will have a more relaxed attitude to attire once you have joined them, but you cannot go wrong with conventional office wear to create a professional first impression and you cannot turn back the clock if you didn't make the right impression on your appearance.

Be thoughtful and ensure your dress is targeted to your audience.

## Tip #3: Time keeping



On the day of an interview, allow plenty of time to get there without rushing or being stressed by delays.

Put out the night before everything you need for the interview, such as a copy of your CV a copy of the job spec, notebooks and pens and a list of questions you have prepared to ask throughout or at the end of the interview.

Remember to look your interviewer directly in the eye, focussing on what they are saying, if the stare becomes awkward and you may have more than 1 interviewer staring right at you, use your notebook to take notes it allows you to break aware from long starey moments!

Smile - A smile can be a powerful tool at a first meeting. Even if you feel nervy, make sure you smile because it will make you come across as friendly and relaxed.

Never say you have nothing to ask at the interview. It makes you seem disinterested so always have a few questions to ask your interviewer in advance.

## Tip #4: Body language



## Tip #5: Close



End positively.

When the interview is approaching to an end, try to conclude on a positive note. This could be as simple as saying something like: –

So, can you tell me what type of person are you looking for? You can then offer them times when you have done what they are looking for.

"May I ask what the process is from here and I am very interested in the role and company" And lastly thank them for their time and "I look forward to hearing from you."

Project Start takes every candidate through a pre-interview conversation before the actual interview, and we will cover this with you to help you every step of the way.

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