



Interview Insights

An interview is an interview

If your first meeting is with a Consultant, remember that they are representing your prospective employer, and treat the meeting as you would a real interview.

Information is power

Research the job, the organisation and the culture before you meet the Consultant, so that you can answer questions.

Accentuate the positive

Be confident and enthusiastic, avoid giving negative responses and do not criticise your previous employers.

Assume nothing

Unless your interviewers demonstrate that they understand your achievements, highlight them firmly yet modestly, in line with the selection criteria.

Present the facts

Prepare some intelligent and relevant questions, so that you are ready when prompted. Failing to do so may suggest lack of interest.

Look the part

Dress for the part. If in doubt, go conservative but be yourself.

Be at your best

Schedule your interview for when you are at your best. Allow plenty of time to arrive early and in good shape. Hot and hurried is no way to make a good first impression.

Back yourself

Look organised and in control by bringing everything you need to substantiate your statements, including resume, references, and if appropriate, performance evaluations.

Walk the talk

Support your words with positive body language. Smile, shake hands firmly, look interviewers in the eye, sit up attentively and lean forward with interest.

End on a high

Stay positive throughout the interview, and depart with a professional handshake and goodbye.