



Preparing For Your Interview

- Make sure you know the exact location and time of your interview, along with the interviewers name and title.
- Take time to find out about the company, what they do, what their culture is like, what successes they have had and if they have been in the press recently (a new product, or an industry award etc). You can find most of this information on the company website; it's also worth checking out any industry specific news sites as well.
- Go through the job description in detail and highlight the key responsibilities of the role and list examples that demonstrate your previous experience to discuss and refer to in your interview. Knowing that you have done your homework and that your answers relate to the role you are being interviewed for will help you appear confident and professional.
- Make sure you are up to date with information concerning your current employer (products, processes, ownership, market sector, turnover, profit etc)
- Prepare a list of questions you wish to ask (see **Interview Questions** attached)
- Make sure you are 10-15 minutes early for your interview, your interviewer won't care why you are late, just that you are late – this will not start the interview out on a good foot and will make you feel pressured and flustered.