



Interviews

How to make a great impression

The interview is your opportunity to convince a potential employer that you are the strongest candidate amongst tough competition. No matter how compelling you appear on paper, it is the impression you make in person that will be the deciding factor. After all, it is YOU that they will be working with, not your resume!

Give yourself a head start at making a great impression with tips from real recruitment consultants:

Plan your arrival

Punctuality is a strong indicator of your professionalism and enthusiasm for the role. Confirm the time and address of the interview, research directions and parking, and aim to arrive 10 minutes early. Bring any required documentation and the phone number of the person you will be meeting with in case of an emergency.

Dress the part

Your appearance conveys how serious you are about the role, and how you would represent the company in the future. Be sure to dress appropriately; neat, professional and relatively conservative. Pay attention to details such as clean shoes, limit the amount of jewellery you wear and make sure that if you wear makeup that it is work appropriate.

Keep Your Composure

It is important to remain as relaxed as possible. Even the most seasoned professional can get interview nerves. Preparing thoroughly will help you to maintain your composure. Remember that both you and the interviewer want a successful outcome from the interview.



Greet With Confidence

First impressions count. Greet your interviewer standing, with a firm handshake, good eye contact and a smile. The importance of this cannot be emphasised enough. This brief interaction will tell the interviewer a lot about you.

Try to find out the name of the interviewer or the interview panel in advance. This will help you to address them correctly and make a positive impression.

Watch Your Delivery

Positive body language is vital. Be aware of your tone, eye contact and how you are positioned in the chair.

Rehearsing your interview with a friend, family member or partner will ensure that you know how to convey genuine enthusiasm, warmth and professionalism. Speak with clarity and confidence. Remember that your motivation and attitude are often as critical as your skills and experience.

Positive Last Impression

Close the interview with a handshake, a smile and a genuine thank you. A brief, friendly email thanking the interviewer for their time and consideration is often viewed positively. Restating your enthusiasm for the role could be a deciding factor as to whether you are offered the job.

For more information on interview techniques, resume writing, networking or career growth and development please contact one of our friendly, dedicated consultants today or check our website for the date of our next free workshop!