

Devonshire Tips

Interview tips

Firstly, congratulations on getting an interview – obviously our tips on writing the perfect CV and covering letter worked! So what now?

1. Be prepared

- Start by finding out as much as you can about the company you'll be meeting with
- Research the company products, staff, culture, clients and competitors
- Look on the company's website, ask your recruitment consultant for any other information you feel you need and carefully read over the job description they have sent to you
- Make sure you are certain of the interview structure (some companies run panel interviews, others are one-to-one, will there be any testing?) and are fully prepared for all elements of it.
- Get a map and plan your journey carefully, allowing plenty of time for any unforeseen travel delays.

2. Question yourself

It's worth taking some time to think about the questions you are likely to be asked and the responses you need to give to them.

Some of the most common interview questions are:

- Tell me about yourself
- Why do you want this job?
- What are your long-term aims? Or where do you see yourself in 5 years time?
- What can you bring to this job/company?
- What are your strengths/weaknesses?
- What's your greatest achievement so far?
- How would your colleagues describe you?
- Why should we give you this job?

For each question, have your answer ready and prepared in your mind – focusing on finding a positive answer to each question. For example, for the strengths/weaknesses question, pick a weakness such as not having great MSO skills, that you can sketch over by saying you'd like more training (unless you're going for an MSO-centric role of course!).

It's also worth keeping in mind some questions that you can ask your interviewer (there's nothing worse than being asked "any questions?" at the end of an interview and going completely blank). You want to give the impression that you are keen to get the job and that, once hired, you would be keen to make good progress within the company.

(cont'd over...)

