

# Technical Recruitment Solutions™

## The Interview Stage



# How to Prepare for an Interview

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*The approach you take at your interview could have a dramatic effect on your career prospects.*

*No matter how good your career record is, the employment interview remains a key step in the process of achieving career ambitions.*

*These suggestions will help you perform confidently and effectively when you meet your prospective employer for that all important first interview.*

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**Preparation is the key to a successful interview.**

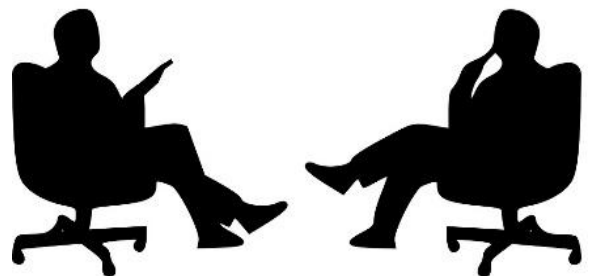
**First impressions count.**

***You only get ONE chance at a first impression.***

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- Know the exact time and place of the interview, the interviewers name and title.
- Find out all you can about the company. Analyse their website as well as research publications in the library.
- Refresh your memory regarding details of present and past employers and your work history in their companies. Pay attention to how you will describe your most important achievements.

- Prepare the questions YOU will ask in your interview.
- Pay close attention to grooming and dress. Standard business attire is normally appropriate, however, find out what is expected.



**Things we like to see evidence of during an interview**

During your interview, the employer will be evaluating your total performance. Listed below are factors that will usually produce a positive reaction from a prospective employer.

- Interested balanced approach.
- Ability to express thoughts clearly.
- Career planning and objectives.
- Confidence.
- Informative replies.
- Tact, maturity, courtesy.
- Maintenance of eye contact.
- Positive handshake.



## Once the interview has concluded...

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### Closing the Interview

- If you are interested in the position, let the employer know.
- If you need time to think about an offer, ask for it. Most employers respect the need for a considered judgment.
- Don't be discouraged if there is nothing 'concrete' at the end of the interview.
- The employer always needs time to make THEIR considered judgment. Don't ask how you did.
- Thank the interviewer for his/her time and consideration.
- Don't indulge in small talk at the end of the interview (or during it), unless invited to do so.

### After the Interview

Immediately call the consultant (or Administrative Assistant) who referred you to the position and describe how the interview went. He/she will want your views before the employer calls, and will appreciate the courtesy of your feedback.

If you have changed your mind about progressing with the position further, tell us as soon as possible.

**Finally, relax - you have done all you can!**

For more helpful advice for your job hunt, head over to [www.trs.co.nz/news](http://www.trs.co.nz/news) and read our latest blog posts.

