



APEX RECRUITMENT
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Interview Guide

Hints & Tips to help you walk away from your interview with a Job Offer!

CONGRATULATIONS ON SECURING YOUR INTERVIEW!

Welcome to our Interview Success Guide.

We're here to help you prepare effectively with valuable insights, tips, and resources.

From understanding company culture to perfecting common interview questions, this guide has you covered.

Take advantage of these tools and remember, we're just a call away if you need more assistance.

Good luck!

There are plenty of areas to consider when interviewing and we'll give you an overview of the key aspects we feel will best prepare you...

Do Your Research

Interview Essentials

Common Interview Questions

STAR Method

Questions to ask the interviewer

What to avoid?

Body Language

Dress Code

Ending your interview positively



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RESEARCH

We often find that those who make a good impression at interview are well prepared and have a strong understanding of the Company, the Role and an idea of the People / Team who make up that company.

We've highlighted some key areas to help guide your Research:

THE COMPANY:

- History & Background
- Products and Services
- Industry & Competitors
- Culture
- Recent News / Press Releases
- Clients and Partners

THE ROLE:

- Responsibilities
- Qualifications
- Your Suitability
- Your strengths
- Development areas

THE PEOPLE / TEAM:

- Current Employees
- Company Leadership
- Interviewers Background
- Online Presence
(Social Media & LinkedIn are great resources for this)

INTERVIEW ESSENTIALS

Be Punctual

Make sure you plan to arrive early and allow enough time for possible delays (such as traffic, parking or technical issues)

Be Prepared

Have a copy of your CV, a notepad and pen to jot down any important information or questions you may have.

Stay Calm

Maintain your composure and stay relaxed throughout the process. The interview process is a two-way street, so get to know them.

Show Your Personality

Be Confident, show your enthusiasm for the role and how easy to get on with you are. You'll be surprised how far just being yourself can get you!

Do you have a Telephone or Video Interview? – here are some extra things to consider!

- Dress appropriately, attire should remain professional
- Test your Internet / Phone set up
- Consider your environment & minimise background noise
- Speak clearly
- Be mindful of your distance from the screen
- Practice a call/video call with a friend or your recruiter to check appearance & function.
- Consider your Body Language throughout the call / video (smiling when on the phone comes across on a call!)

THE STAR METHOD

Prepare



- Listen to the question.
- Think of an event.
- Plan, organise in 5 to 8 seconds.

Situation

- Provide context and backgrounds.
- E.G “Our customers complained...”.

Task

- Describe problem, and challenges.
- E.G “We face supply chain shortages...”.

Action

- Explain what you did and how.
- E.G “We saved...” “I calculated...”.

Results

- Benefits, savings, rewards, recognitions etc.
- E.G “The impact of...”

COMMON INTERVIEW QUESTIONS

-
1. Tell me about yourself.
 2. Why did you leave your last job?
 3. What can you offer us that others can't?
 4. What are your strengths / best skills?
 5. What would you consider your weakness'?
 6. What qualifications do you have that you feel would make you successful in this position?
 7. What are your career goals and plans?
 8. What do you know about this company?
 9. What things are most important to you in a work situation?
 10. In your last role, what were the things that's you liked the most and the least?
 11. Why are you seeking a position with our company?

Company Culture?

Ask about the company's values and work culture to determine if it aligns with your own

Interview the Interviewer?

“What are your favourite aspects of working for the business?”

Reservations or Concerns?

Are there any reservations or concerns you have currently regarding my application?

QUESTIONS TO ASK YOUR INTERVIEWER

Future Plans?

Where do they see the company in 5-years time?

Growth Opportunities?

Inquire about professional development, advancement and training opportunities within the organisation.

Expectations and Responsibilities?

Gain clarity on the role's expectations and responsibilities to ensure a good fit.

New-starter Training?

Find out what your new-starter induction would involve if you were successful

WHAT SHOULD YOU AVOID DOING?

Holidays & Sick Leave

Discussing when you can take holidays, sick pay etc. can be an indication of a lack of interest and is often seen as a red flag.

If there is concern surrounding this topic, be sure to ask these questions to your recruitment consultant, prior to the interview stage. If they don't have the answers now, they will get them for you!

Negative Talk

Avoid speaking negatively about previous employers or co-workers, as it reflects poorly on your professionalism.

Basic Questions

Being inquisitive into more depth of the role shows a great deal of enthusiasm, however, don't ask basic questions about the job specification as it looks like you have not prepared suitably for the role.

Arriving Late

Always be punctual to make a good impression and show respect for the interviewer's time.

Working Hours Negotiations

Avoid asking for flexibility on hours unless this is stated in the job specification. Childcare issues, starting later or earlier. Please discuss this with your recruitment consultant prior to the interview.

Uncertainty

Be prepared and confident in your answers. Avoid sounding unsure or hesitant.

Salary Negotiations

Salary is a very important topic, and it is crucial for both parties to be on the same page, however, it can be off putting to an employer if it is one of the first topics of discussion. Avoid talking about salary or perks unless the interviewer brings this up.

BODY LANGUAGE

- Maintain Eye Contact
- Smile!
- Sit upright and maintain good posture
- Use open and welcoming hand gestures
- Show active listening i.e., Nodding / Lean Forwards
- Mirror the interviewers body language
- Maintain a calm & confident demeanor
- Be mindful of Personal Space
- Firm handshakes



DRESS CODE

Your Recruiter will outline the recommended attire for your interview.

Always ensure your dress code is clean & wrinkle free – 1st impressions matter!



“Business Attire”

Smart & Formal

Think Suit & Tie or Blouse & Skirt/Tailored Trousers.

“Smart Casual”

Smart but Comfortable

Think Chinos & Shirt or Tailored Trousers & Nice top/Jumper

Jeans tend to be a no-no.

“Workwear”

This tends to be for workshop staff and manual workers.

Think plain work trousers, safety boots and a Polo shirt/Jumper

Remember your PPE!



Summarise your fit for the role:

Summarise how your skills, experience, and enthusiasm align with the position & company.

Express your Gratitude:

Thank the interviewer for their time and the opportunity to interview, showing appreciation for their consideration.

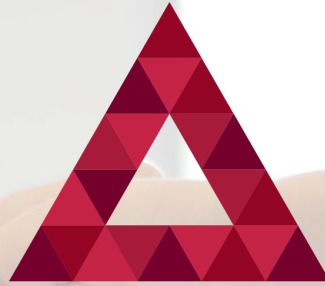
END YOUR INTERVIEW POSITIVELY!

Maintain Professionalism:

Maintain professionalism by keeping your energy level high, maintaining eye contact, and displaying confident body language until the very end.

Inquire about Next Steps:

Politely inquire about the next steps in the hiring process & when you can expect to hear back from them.



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We wish you the best of luck in your Interview.

If you have any questions or would like to go through your interview preparation in more detail, please speak with your Recruitment Consultant at Apex who would be delighted to help you prepare further.

Following your interview, please give your Recruitment Consultant a call to discuss your thoughts, impressions and the next steps.

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