



APEX RECRUITMENT SERVICES

Top Interviewing Tips

The purpose of this article is to give candidates an insight in to what clients expect when they invite you to interview.

Our Apex top interview tips are here to prepare and advise you which in turn will give you the best possible chance of impressing at your interview.

PRESENTATION AND BODY LANGUAGE

Firstly your presentation is absolutely key, 'you never get a second chance at a first impression' and it is essential that you present yourself in a professional manner.

- Smart attire, suit and tie with your shirt buttoned up to the top
- Polished shoes
- Clean, ironed clothing to project professionalism
- Stick to basic colours and not too many accessories

As soon as you dress smartly and professionally you will feel professional, this will affect how you project yourself in your body language.

- Greet interviewer with a firm handshake, ensuring you make eye contact
- Show your enthusiasm for being there, smile and stay passionate throughout the interview
- Try not to fidget or show you are nervous

PREPARATION

Being prepared for an interview will help calm your nerves so;

- **DO YOUR RESEARCH** – company background, job role and the industry you are going to be working in. By doing this you are backing yourself up and preparing for any question they may throw at you.

- Ensure you have your own questions prepared; this shows your interest in the role but also your enthusiasm to learn more about the company. Ideally ask a question about something that the interviewer has touched upon during the interview to prove you were listening and interested by what they have to say. E.g. “I was really interested to hear you talk about career development earlier – could you tell me a bit more about this please?”
- Take with you a copy of your CV to interview and a notebook with the questions you have prepared
- Make sure you give yourself plenty of time to get to the interview and always aim to arrive 15 minutes earlier than your appointment time

TECHNIQUE

All the basics have been covered, it is now up to you to perform and show your excellent interview technique;

- **PASSION** – Showing your passion for the job and company is **THE MOST** important thing; speak distinctly to project your confidence. **SHOW ENERGY.**
- Demonstrate how you match the companies values and beliefs – give varied examples from a range of previous roles and experiences.
- Be clear and concise with your answers, highlight **YOUR** successes and uniqueness, avoiding using the term **WE**, but rather demonstrate that “I achieved this”
- Avoid repeating words/phrases throughout the interview – for example “do you know what I mean”, or “basically”
- If for any reason you are late or missed a previous interview ensure you apologise to the interviewer
- Feel free to ask the interviewer questions on where they may have any reservations on your ability to fulfil the role – This gives you chance to prove them otherwise
- At the end of the interview remain positive no matter how successful you feel the interview went. Continue to show your enthusiasm and passion for wanting to work for the company. Don’t be afraid to express how much you want the job

CONCLUDE

Thank you for taking the time to check out our top tips and I hope it has been helpful, if you have any questions or any tips you feel work well in an interview then don’t hesitate to contact us.

GOOD LUCK!

