

Top tips for a good interview

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ESTABLISHED in St Ives since 1997, recruitment specialist Meyer-Scott says the interview is one of the most important components of the recruitment process. The agency has put together a series of top tips.

Preparation: Do your homework. Research the company beforehand. This will boost your credibility with the interviewer and will help you to formulate intelligent questions to ask.

Know where you are going: Find out where the office is and how to get there. Do you know how long the trip will take? Do you know how easy it is to park? Reduce your stress levels by figuring all this out before heading to the interview.

Look the part: It's difficult to know the culture of the environment beforehand so err on the side of conservative. While it is a good

idea to inject your personality into your look, be sure not to offend so cover any tattoos and limit pierced jewellery to the ears only.

Rehearse beforehand: Before your interview, prepare answers to common questions that the interviewer is likely to ask, such as "What are your strengths and weaknesses?", and "Why do you want to work here?" Even if they don't ask these questions, tell them anyway.

Arrive early: Be sure to arrive at least 15 minutes beforehand. Smile at the receptionist (as her opinion may be sought afterwards) and let them know that you have arrived. Turn off your mobile phone.

Bring necessary documentation: Take a copy of your curriculum vitae, any letter you have written to them, your passport and any portfolio of work that is relevant. Always take a notepad and pen so you can make notes.

During the interview: Being too modest during an interview is one



INTERVIEW TIPS: Sue Lovesey and Wendy French at Meyer Scott Recruitment, in St Ives.

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of the most self-defeating mistakes you can make. This is not the time for humility, so sing your praises. Don't be afraid to talk up every-

thing you've accomplished, whether in school or in previous companies. This is your time to shine.

Be careful not to talk over the interviewer. This meeting should be a two-way conversation, and many interviewees cover up their nervousness by blathering on. Sit calmly and listen carefully, answering the questions thoughtfully.

Don't start talking about money too soon into the interview. While the topic of salary will certainly come up, follow the interviewer's lead. He or she may be saving that topic for later conversation.

Never trash a previous boss. There are many reasons for leaving one's job but whatever your relationship with your previous boss, be professional.

Always answer questions and have some prepared to ask. It is usual at the end of the interview to be asked whether you have any questions. Prepare at least three or four in advance of the interview.

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