



Interview Advice

Now you have written the perfect CV, and received a request for interview, the following information will assist you in preparing yourself for the interview.

Find out more at www.aeropeople.com

Stage one

Preparation

First impressions are crucial, ensure you have thoroughly researched your travel plans and endeavour to arrive 15 minutes early to create a good impression. Ensure you have the companies contact details in case of any problems on route. It is also a good idea to research the company that you are having the interview with. A good starting point is to look up their website and find out about the products and services they offer, the location of the offices/s, and the number of employees.

It's also a good idea to re read the Advert/Job spec and also your CV, in case of any difficult questions.

First impressions count, greet the interviewer with a firm handshake, and try to make small talk whilst walking to the interview room. Subconsciously the interviewer by this stage has already made the decision of whether they like you and if you will fit into the team.

It is always a good idea to ask the agency to find out what format the interview will take, e.g. will it be one on one, a panel interview or a group interview.

Stage two

In the interview room

Some companies may ask you to complete a test prior to the interview, this may take the form of a psychometric/aptitude test or even hand skills test, dependant upon the position you are going for.

It is important to listen to the questions asked, don't be afraid of taking a moment to think about your answer or asking them to repeat it.

This is your chance to sell yourself, be clear and concise with your answers and try not to waffle. Ensure that you pick up on key parts of the job advert/job spec in order to show the interviewer that you have the required skills and experience to carry out the job.

Body language is also an important part of the process, try not to fold your arms or look down at the floor. Wherever possible sit up right and maintain eye contact and smile!

Remember to ask questions as this shows you are interested in the company and role, asking him if there are any problems the business is facing and how your role could contribute to the efficiency and success of the organisation.

At the close of the interview ensure you give the interviewer a final opportunity to ask any further questions, i.e. "Is there anything else that you would like to know about."

Stage three

What happens next

Upon the close of the meeting, ensure you clarify the next step, such as who will contact you to let you know if you have been successful or if there would be another round of interviews etc, and by when. If this is your dream job be sure to tell the interviewer this.

In addition it is vital that you contact your recruitment consultant, to inform them of any feedback/feelings about the job and how the interview went. Don't underestimate the influence the recruitment agency has.

Five top tips to remember:

Prepare:

Ensure you know where you're going, and don't be late!

First Impressions:

Be polite, dress smartly and remember have a positive attitude.

Research:

Re-read the job spec and your CV, carry out research on the company.

Questions:

Expect the unexpected, be concise and think about your response.

Next Step:

Leave on a positive note, let them know you're interested and that you are looking forward to hearing from them.