



Interview Preparation and Guidance

The key to a successful interview is preparation.

There is a great saying to remember! 'Fail to prepare and prepare to fail'

Agencies are looking for 'the best' person for the job and the decision will be based on this brief meeting. Ensure you talk confidently about the post and research as much as possible the company you are being interviewed by.

1. Confirm where and when the interview is being held check the route to make sure you know where you are going. We know of several candidates that have got lost on the way to interviews!
2. Confirm you know the name and position of the person conducting the interview.
3. Take the telephone number of the company you are seeing in case of any unforeseen circumstances with your
4. Thoroughly research the company background and the position you are applying for. Knowledge of the company will show genuine interest and help you to gain an insight into the day to day running of their affairs.
 - Check the company website.
 - Obtain company brochures if possible.
 - Call in and speak to the receptionist or a Consultant and ask them to sell the company to you.
5. Consider what questions you may be asked at the interview. Think and prepare questions for the company, which could include commission, career development, training, incentives and how the interviewer got to where they are now.
6. Read your CV. Ensure you know the dates, titles and your responsibilities for each job you had.
7. Your appearance should be smart. A suit or smart formal work wear is considered normal Agency attire.
8. Get the interview talking and build up a rapport wherever possible. Match the interview style. Listen carefully to the questions and answer specifically. Don't babble.
9. Most importantly at the interview CLOSE the session. Ask them what they think of you. Do they have any concerns? Ask them the next stage in the process. Ask if there is anything else you can do to convince them you are the right person for the job.
10. Call your FH1 Consultant the minute you get out the interview and give them as much interview feedback as possible. Tell the honestly your likes and dislikes and keep them posted on any other applications you may have pending elsewhere.

GOOD LUCK!

The FH1 Recruitment Team.