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INTERVIEW TIPS

The interview is your opportunity to shine and sell yourself to a prospective employer. However, interviewing well is a skill like any other, and it takes knowledge, commitment and hard work to come out on top. Research shows that people make their mind up about someone within the first few seconds of meeting them. Therefore, it is always best to get off to a good start!

Remember, every employer is going to ask themselves two things about you: Are you qualified for the job? And are you enthusiastic? Taking the time to prepare a perfect interview will successfully answer both these questions.

Be well presented

If you look untidy, that's how you'll be remembered. Find out about the dress code of the company and dress accordingly. If in doubt, it's always better to be too smart than too laid back.

Be well prepared

Check the time and place of your interview. Make sure you have the address and telephone number for the company. Find out how to get there - do a dry run if necessary. Make sure you know who you are meeting with and their position in the company. Research the company, have a look at their website, how long they have been established, any recent news articles about the company etc. Remember to switch your mobile phone off before you go in. If you do forget and it rings, do not take the call - switch it off immediately.

Prepare Questions

Plan some questions about the company, for example; company culture, projected growth of the company, training and development. Show an interest in what they do and an appreciation for what they have achieved. Ask questions that are related to the things that are most important to you in your next job. Prepare as many questions as possible as you'll find most of your prepared questions will be answered during the course of the interview, and they're crucial for showing your interest in the role.

Be punctual

Make sure that you are punctual for the interview. If you experience difficulty getting there for any reason, make sure you telephone the person you are due to meet and apologise and rearrange if necessary. Always try to talk to your contact - do not just leave a message with the receptionist.

First Impressions

First impressions are important; make sure you greet your interviewer with a strong firm handshake and a smile.



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Body Language

Never underestimate the importance of positive body language. You have to look keen and engaged, so mirror the body language of the person interviewing you, lean in towards them at times and don't cross your arms. Do not fidget. Always accept a glass of water, it can create a useful barrier during an uncomfortable question and buy you a few crucial seconds while you take a sip. Speak clearly and confidently during the interview and maintain eye contact.

Use Examples

It's no good just using abstract terms to talk about how organised or efficient you are. Prepare some examples from your previous experience to immediately back up your claims. Emphasise what unique talents you'll be bringing to the company but also show humility - talk about an area you've struggled at, and the way you overcame the problem.

Listen to the questions carefully and answer them confidently but remember to be concise, do not go into a full life story.

Always be positive

Be prepared to answer questions about why you are looking to leave your current role and remember to remain positive and complimentary about your current and previous employers or managers. Being negative about your old boss can look unprofessional.

Think of positive reasons — make it all about the new company, your new career prospects and your ambition to succeed.

Ending the interview

Let them know you are keen on the job (assuming that you are!) and try asking if they have any reservations about you – this will give you the perfect opportunity to give an immediate riposte to their concerns and provide you with a clean finish to the interview. Find out what the next stage in the selection process is and thank the interviewer for their time.

Call us

Phone your contact at Cherry Pick People as soon as possible to let them know how it went. This can really help your chances when we talk to the client.