

Hints and Tips for preparing for your interview

Before you attend an interview, make sure you know:



About the job and company

Ask for a job description and at least visit the company's website to learn about the organisation. Often interviewers will ask what you know about them and whilst they won't expect you to know the company inside out being able to show you have researched them will demonstrate your interest in and knowledge of their business.



About the interview...

If you can find out the kind of interview you are going to. Is it likely to be biographical and/or competency based interview questions, and is there anything you are expected to prepare or bring?

...and the interviewer

If possible find out the role of your interviewer. For example if you are applying for a very technical position and you are being interviewed by HR don't assume they will know all the technical jargon as well as a Line Manager would. Adapt your style and language appropriately.



About you

Remember to re-read your CV before your interview. Often interviewers use this as a basis for interview and will ask you to tell them more about achievements you have mentioned. Make sure you can remember them!



About the location

Ensure you know where you are going, how to get there and if travelling by car where you can park. Also make sure you take contact numbers with you in case you are delayed so you can let them know as soon as possible.

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