







- (f) Look the interviewer in the eyes as there is nothing worse than having a shifty expression - it destroys credibility!
- (g) Please, no complaints about "traffic jams", "the previous appointment that dragged on" or anything else. A fresh, strong, positive approach is best.
- (h) Do not smoke on interview, even if they do or offer.

### 3. QUESTIONS AND ANSWERS

This part of the interview is purely to enable your employer to find out exactly what he wants to know about you, i.e. are you the right candidate for the job?

It should also be used from your point of view to try and find out as much as you can about the job and the company.

Now you are in the hot seat and this is where the list of questions, you previously prepared, will prove to be invaluable.

- (a) Think of the questions and answer process as a game

Every time the employer asks you a question and you give a good response, you get a plus point. Every time the employer gets a negative response, you get a minus point. The more plus points you get, the closer you are to getting the job.

Try to turn your negative points into positive. For example, if he says "Well you have never developed using these languages before" your response should be "No, I haven't but there is no reason why I can't. I couldn't use the tools I am using now until I joined my present company.

What you have done in that instance is change the negative point into a positive one i.e. no reason why the company shouldn't train you to use their technologies too.

If you don't understand the question, check it!

- (b) Listen to the questions carefully.

If possible try and work out why the interviewer is asking you the question. For example, "You've not been there very long and you weren't very long in your last job". Are they actually trying to find out whether you are the sort of person who keeps changing jobs very rapidly before having had a chance to prove yourself? Perhaps they want confirmation that, if they gave you the job, you would not leave in an equally short time.

A possible response is "No, I wasn't there very long but I did have good reasons for leaving. However, I don't like changing jobs frequently and that is why it is very important that the next decision I make is the right one. I want to stay with the next company I join and progress through their organisation without having to leave and join another company to gain a promotion".

Make sure you have refreshed your Technical ability and experience, again do your homework!



Once you have answered the question, if the interviewer wants more information, they will ask for it. When you are asked a question like "What exactly do you do in your current company?" They do not want to hear "Well, I was born at a very early age...." and half an hour later they have your whole life story, but not the answer to the question. Too much detail is boring!

(d) Be honest

If you can't do something, there is no point in telling them that you can.

(e) Never answer with 'I don't know'.

If in doubt, ask to think about it and ask if you can get back to them via your Recruitment Consultant later.

(f) Enthusiasm counts

Although you are bound to read in most advertisements that 'experience would be desirable', ENTHUSIASM also counts for a lot in an interview.

If you are enthusiastic, willing to learn and, above all, willing to work hard, those messages must come across in your interview. This should satisfy the interviewer that you are the type of person they would like to have within the company.

(g) Remember, not all employers are trained to interview.

It is as much your responsibility to make sure that the interviewer has enough correct information about you, as it is their responsibility to extract from you that information.

(h) Never be negative about your current job

Sell the positive points about the new one - exciting company - industry – product - career progression / development opportunities - different and exciting style.

(i) Try to show some positive factors about your personality

Smile, be friendly, professional.

(j) Stress that the next position is important to you...

Because you intend staying a long time.

(k) Never give the impression you are on too many interviews

Only a select few.

(l) Tell them when you are next available for interview, or can start employment.

Ask if you can see where you would be working, meet other members of staff where possible.



say you will see if you can negotiate it.

(n) Take any good references you may have with you.

This saves time and leaves a good impression - you are prepared and serious and not just "Window Shopping".

## QUESTIONS

At the end of the interview, do ask some questions, even if they have covered everything, at least go over some points already discussed. Lastly, ask if there is anything that you think of after the interview, can you get back to them via your Consultant or call direct?

## SUGGESTED QUESTIONS TO ASK AT INTERVIEW

1. What is your company turnover?
2. How many employees are there in total in the company?
3. Can you draw me an organisation chart and show me where would I fit in?
4. What development environment do you use?
5. What platforms are you likely to develop upon?
6. Why do people enjoy working for your company?
7. Who are your main competitors?
8. What sort of markets do you sell to?
9. Can I see some company literature or do you have a demo room where I can have a look at the equipment/product?
10. How many calls per day do you expect?
11. Give me an understanding of the skill necessary?
12. What percentage of the market do you hold?
13. How much technical support do you provide to your customers?
14. What is your average service down-time response?

