



When it comes to an interview, the more preparation the better. Knowing about the role, team, company and any recent company news will put you ahead of the competition.

Exploit your network. It is good to know people that work at the company to get an understanding of what their culture and skills they value, do your research on sites such as LinkedIn.

Fix up, look sharp! Unless told otherwise, always dress to impress, this means suited and booted with tie for men and smart business attire for women. The role may not require this to be worn day to day, but it shows that you have made an effort and put thought into presenting yourself for the interview.

Practice interview questions, especially the more challenging ones. What is the most difficult question you might have to face? Practice the answer. Prepare for tough interview questions about your strengths, weaknesses, goals, and how you react under pressure.

Questions will include:

- Why are you interested in this field?
- Why are you interested in this company?
- Why are you interested in this position?
- Why did you leave? *Employers will probe for reasons for job change. If you are currently out of work, they will probe this, too.*
- What's your greatest weakness?
- Why are you looking for a new position?
- What has been the biggest challenge in your career to date?
- What has been your greatest achievement to date?

Rehearse concise, positive statements to cover these.

Have your own questions. An interview is a two-way process that will help you decide if the role is right for you, so ask relevant, succinct questions about the role, company and career progression.

Know your CV. This will be the interviewers reference point, so it is important that you know it as they will form most of their questions from its content.

Be prepared to talk about the M word. If salary is raised by the employer, make sure you outline your current or previous salary package, making sure that you include the bonus, car allowance, stock etc. If asked what salary you require, be realistic and pragmatic.

Be positive. Being upbeat is a trait that all employers look for. Moaning about the train journey can seem innocuous, but employers pick up on negative messages, so don't give them any.

Leave them on a high. Make sure that they will be thinking of you when they are drawing up the shortlist. Thanks them for their time, tell them that you are interested in the opportunity and ask them what the next steps are and when they are looking to make a decision.