

THE INTERVIEW STRUCTURE

- 1. Arrival:** The interview starts the moment you arrive, so make sure you are polite, professional and respectful from that moment. You should also arrive early as this shows you are prepared and organised. For virtual interviews, check you can access the meeting software and log into the meeting at least five minutes before the interview start time. Before entering the interview compose yourself, remember to manage your nerves.
- 2. Introductions:** This is where you can make a strong first impression. Use eye contact, open body language, a friendly smile, and a good handshake. Speak clearly, address everyone in the room with a simple Hello (it will also help calm your nerves). It is harder to make this same impression with virtual interviews, so it is important to listen, speak clearly at the appropriate times and nod to show you are engaged and focused
- 3. The interview questions:** Most companies will follow a set of specific questions throughout the interview. These will be about your experiences, skills and interest in the position. This is your opportunity to prove that you are the best candidate for the job. If you don't understand a question, ask them to clarify – this is an attribute in itself. Think about if you got the job and were given a task you didn't know how to do, you are showing you would ask rather than risk doing the job wrong
- 4. The conclusion:** It is acceptable to write notes during your interview, especially if they relate to a question you want to ask the interviewer at the end as it's common for them to ask if you have any questions of your own. Try to have at least one question prepared,(see Interview Questions) such as asking for specific details about the job role, before you enter the interview. You may think of others as the interview progresses. Avoid asking questions related to salary, benefits, and personal topics, and instead ask questions such as:
 - What does a typical day look like?
 - How can I impress you within the first three months?
 - What opportunities are there for development and progression?
 - What is the working culture of the company?

You will usually be told how long it will be before they contact you after the interview, but if they don't, you should ask them. This shows you are serious about the position. Before you leave, thank them for their time and reiterate your interest in the role. Leave with another

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