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GLOBAL RECRUITMENT STRATEGISTS

INTERVIEW TIPS

How can I make a good first impression?

Unfortunately your appearance can affect the interviewer's opinion of your ability or suitability for the job. Take care to make the crucial first impression a good one:

- Be smart, clean and well groomed
- Unless advised otherwise wear business attire i.e. dark business suit/shirt, blouse
- Limit makeup/aftershave and jewellery
- Wear something different to the 2nd interview if you can

Things to take

- Copy of your curriculum vitae
- Any references/referrals
- Examination certificates
- Take just one bag or briefcase, otherwise you will look cluttered

Getting to the interview

- Make sure you take clear travel directions
- Allow plenty of time to take account of unexpected delays
- Becoming flustered by having to rush and arriving late creates a bad impression.
- It is much better to arrive early (about 20 minutes)

What should I do in the interview?

- Remember the interviewer is often as nervous as you are
- When you meet the interviewer shake their hand confidently
- Stay calm, don't fidget or play with your hands
- Be polite
- Never eat or smoke during the interview - accepting a drink is fine
- Be yourself, be honest
- Show a real interest in the job
- Don't answer a question you don't understand, ask for clarification first
- Speak clearly using positive words such as enjoy and enthusiastic
- Maintain direct eye contact with your interviewer and smile. This shows confidence

Common interview questions - prepare your answers

- What do you know about our company?
- What qualifications or experience do you have that would make you a success in this company?
- What job in our company do you want to work towards?
- What jobs have you enjoyed most? The least? Why?
- What are your own special abilities?
- What have you done that shows initiative?
- Where do you see yourself in 5 years time?
- What are your strengths? Try and think of 3-4 prior to entering interview
- What are your weaknesses? (turn these into a positive)
- Why are you seeking new employment?
- Why do you want this position?
- What attracted you to this organisation?
- What is important to you in your job?
- How would you describe yourself?
- What can you offer us?

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Questions to ask the interviewer

Usually the interviewer will ask if you have any questions. They may have covered all the information you feel necessary but here are some you may like to ask:

- Who will I report to?
- Who will I be working with?
- What training opportunities are there?
- Why has the job become available?
- When will you be making a final decision?
- You may wish to clarify the salary and benefits if you are not sure

Leaving the interview

You want them to remember you positively so:

- Smile and thank them for seeing you
- Tell them how you look forward to seeing them again and
- Shake hands (firmly)
- Tell them how much you enjoyed discussing the job with them

After the interview

Contact **Ambient Jobs** to tell them what you thought about the interview as soon as possible. You can do so by phone on **+34 952 796 244** or **+34 66623172**, alternatively you can send an email to michelle@ambientjobs.com

If you are offered the job - great! We'll make all the necessary arrangements. If you didn't get the job don't give up. Put it down to experience and bear in mind that this interview was a valuable exercise in itself.

By reaching the interview stage you have already convinced the interviewer that you are capable of doing the job. The interview is your opportunity to convince them you are the best person for the job. It isn't a test. It enables the interviewer to see if you possess the necessary skills and knowledge for the job and of course will enable you to find out whether the company and job are right for you.

Preparation is very important. Showing the interviewer that you have taken time to prepare and find out information will demonstrate your desire to do well, your ability to plan, to organise and think ahead.

Before you interview find out as much background information as possible. This will help you decide if they are the kind of company you would like to work for, for instance:

- What is their business/product/service?
- How many employees do they have?
- Are they part of a large group, do they own other companies?
- Who are their competitors?
- What is their company mission/philosophy/turnover and profits