

# eSynergySolutions

## Interview Preparation

### **Before the interview:**

- Find out everything you can about the company from annual reports / brochures / web pages etc.
- Review your CV and think about specific questions you might be asked about the jobs you have done and the companies you have worked for in the past.
- Practice your answers to the most common interview questions (listed on our Interview Questions Sheet).
- Prepare your own questions about the company and the job you would be doing.
- Double check that you have the correct date and time and you know exactly where you are going, how to get there and who you are seeing.

### **On the day:**

- Print out any letter/email you have with the company name, address, telephone number and any contact details on it and take it with you. You will need these if you get lost or if you are delayed and need to call to let them know.
- Make sure you have a Location map of the area you are going to. Be clear on your route to the interview and make sure you check train times and transport information so you are forewarned of any delays or problems you might have.
- Dress smartly and always arrive 10 minutes early for your interview.

### **Before the Interview remind yourself to:**

- Convince the interviewer that you can do the job.
- Show that you are motivated to do the job well.
- Show that you will do your best to fit in with the company and your team.
- Remember an interview is a two way process, so don't be afraid to express yourself

### **Throughout the interview, obey the golden rules:**

- Always answer any question in a positive way.
- Avoid criticizing your previous job, employer or manager.
- Avoid dwelling on 'negative' motivations for wanting the job- such as a desire for more money or shorter working hours.

### **And finally:**

- Look attentive, sit up straight and don't slouch!
- Listen keenly to what's being said, maintain some eye contact with whoever is talking, nod and orally acknowledge what you are told.
- When it's your turn to speak be clear and concise. Don't waffle!
- Don't hide your personality.

### **At the end of the interview:**

- The interviewer should ask if you have any further questions. Check your list of questions. If any are outstanding ask them now.
- As you leave remember to tell the Interviewer that you are very interested in the job and leave the interview with firm handshakes to everyone present.