

Interview Advice

Before attending that all-important interview read our:

[Permanent interview tips](#)

[Contract Interview tips](#)

Interviews For Permanent Jobs

Check list before attending the interview

Have you details about the company and the job?

Have you a map of the location?

Are you certain of the name and the position of the person you are seeing?

Have you a list of the questions you may wish to ask?

Dos and Don'ts

Remember to:

- Take the interview seriously, even if it is only a preliminary one.
- Listen when the interviewer is talking and ask questions.
- If you are not sure of something, ask for clarification.
- Smile when answering questions.
- Stick to the point.
- Be honest, but also market your skills and potential.
- Show enthusiasm and that you are reasonably informed about the organisation. As with an examination answer the question you are asked; try to see what is behind it so that you can give an accurate reply.
- If you do not know the answer to a question, say so.
- Think before you answer.
- Be punctual.
- Dress respectably.
- Speak in a firm, confident voice.
- Look the interviewer in the eye.

Avoid:

- Interrupting or appearing over confident.
- Answering questions with one word.
- Smoking.
- Making unpleasant remarks about a past employer.

Interviews For Contract Jobs

- Be available at **short notice**.
- Remember that clients are unlikely to interview **outside hours** - especially if they are looking for someone to start at short notice.
- Tell us about any **commitments** that you may have so that we can clear these with the client from the outset.
- Make sure that you know exactly where you are going and that you allow **plenty of time**.
- **Be yourself** - remember that we want to get the assignment and be happy with it. Don't exaggerate your skills, but take every opportunity to ask questions and demonstrate the relevance of your experience.
- Be **smart** and well prepared.
- Remember that the person interviewing you may not be an experienced interviewer - so you need to **make it easy for them** to take you on.

- Do **not discuss** your **rates** . If you do so you may price yourself out of the market.

Remember that interviews may be quite short. The client is probably **just checking** whether you will fit into the team as he will have seen your CV and based his technical assessment on that.

On your return – write down what your strengths and weakness where and then analyze these to avoid any weaknesses in future.