

Ten tips for success at your next job interview

First of all congratulations! Getting to the job interview stage is often a massive achievement in and of itself. While a lot of people can find this particular aspect of getting a job nerve wracking these ten tips should help you keep calm and get that dream job you deserve.

10. Securing the interview

It is often said that it is not what you know but who you know. When sending an application avoid sending it to the generic email address they supply. Make sure you get it to the person who will be making the decisions as to who is lucky enough to get the interview!

9. Prepare ahead of time

A big mistake people make is turning up at the interview and trusting their luck! You are much better off learning about the company, getting details about what your job will entail and looking for any unique points that could make your interview responses stand out (for example some company websites include additional details such as people's hobbies, favourite films etc).

8. Good first impression

Walk in confidently, maintain good eye contact and shake hands firmly (but not so tightly you crush their hands). Also remember to be polite to the people at the reception desk- they will pass feedback onto their boss!

7. Tackle the tough questions

The STAR (Situation, Task, Action, Result..google it if you're not sure!) technique should help you through the harder ones. Common questions you are likely to get are "What is your greatest weakness?" and "Tell me about yourself."

The important thing to remember is that it is not necessarily the question itself but how you respond to it. A classic example is for the interviewer to grab an item in the room and say "Sell me this pencil/novelty toy/hat". For the interviewer this is their opportunity to assess how you sell to them so it is up to you to read them and gauge an appropriate response.

6. Ask questions yourself

During an interview you will usually be asked "Do you have any questions?" This is often the part that people have trouble with. The best thing to do is compile questions about the business and what your role will be in it. If you show an interest in what you're doing they are more likely to be impressed!

5. Emphasise your best qualities

There is a difference between being arrogant and self confident. In an interview you need to emphasise why you have the qualities that are right for a job. This is your one chance so it is important to take it- make it clear why you want the job but more importantly why they should want you!

4. Avoid common pitfalls

Little things can make a big difference. Body language is important- maintaining eye contact (but not staring) is a big positive. Avoid slouching in your chair. If they offer you coffee or tea, politely decline (it can be very hard to drink and concentrate on what you are saying at the same time).

Another thing to avoid is oversharing- an interviewer does not need to know about your personal life and this can often create a bad first impression!

3. Turn it around

Sometimes an interview will go badly (for example an interviewer thinking you are "overqualified".) Keep calm and do what you can to change the subject and move on. In the worst case scenario you can request a second interview (remember to detail reasons why you think you should have one).

2. Follow up

Make sure the interviewer remembers you! Send a thank you message or call them to say how you enjoyed meeting them. Check to make sure you are contacting the right person in the right way to ensure this is effective.

1. If you don't get hired, find out why!

Don't get disheartened if you don't get the job! Talk to the interviewer and ask for feedback. This will give you the opportunity to learn where you went wrong and this will benefit you when you go for the next interview.