



Theo James

SPECIALIST RECRUITMENT

Interview Tips

> Pre-Interview

- Know who you are meeting and find them on LinkedIn. (See if you have anything in common – shared education, places of work etc).
- Do a test run of the location a few days before. Settle any nerves about how to get there and where to park.
- Research the company online – check the website and pick out any specific points of interest. Google the company and find recent news articles.
- Prepare questions – We recommend 10. At least 6/7 will have likely come up in the interview. Bring them in with you!
- Get your clothes out ready the night before. Our recommendation will always be smart attire. Dress to impress.
- Have an early night and don't eat something that may upset your stomach!
- Read through your CV and know it well! Prepare for any possible questions they may ask you about.
- Arrive 15/20 mins early. Leave plenty of time so you can relax and ideally do some breath work or meditation before you go in.



> During

- Positive body language, open, engaging, make eye contact.
- Enjoy it as much as possible! It's just a meeting between two or more people to find out if both parties could benefit.
- Be yourself. Always be as positive and as open-minded as possible and find out if your values fit with theirs and vice versa. It's a two-way process!
- What are your own unique selling points? What benefit can you bring to the role? Use specific examples and ideally use figures and statistics to back this up.
- Talk about what YOU did not what WE did. Use examples of what you did specifically and not just what the team did that you were part of.
- As the interview draws to a close ask them if they have any concerns with you so far. It's your chance to readdress any issues they may have.
- At the end of the interview if you feel like you want the job then tell them so! Sell yourself one final time and explain why you would be great for the position.



> Post

- Email the company or agent you are working with, stating how much you enjoyed the interview and how keen you would be to accept if offered.

> Things to Avoid

- Don't talk negatively about a current or ex-company / colleague. – Try to be honest but tactful.
- Don't talk about salary too early unless asked.
- Don't talk too much about progression. Ensure they can offer you the required progression. But, understand they are interviewing you for the current role.
- Don't sell yourself on something you can't do. – Sell yourself on what you CAN do and show a willingness to learn in areas you can't.
- Don't take online company reviews too seriously. It's often disgruntled ex-staff who write them and the ones still working don't.



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Thank You

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or call

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