Preparing for an Interview



There is no need to be apprehensive before an interview, we are all used to meeting people and promoting ourselves in the best possible way. So much so that we forget to do the simple things.

In advance of your interview, there are a number of easy things that you can do to ensure you get off the best possible start – it just involves a little bit of preparation!

Be Organized

- Have you got the address and have you looked at the actual journey time?
- Do you have contact details for the person you are meeting?

Research

Get a notepad and pen and write yourself some bullet points;

- Look at the company website, every business has one and all the basics are there for you!
- Have you got a current job description? Do you understand it? What are your strengths for this particular role?
- Take those notes with you to the interview, you might need them, you might not, but its likely you will want to make some notes at the interview itself.

The Interview

Be ready to talk about yourself and answer the questions that the interviewer(s) will ask you. The interview process within the building product Sales environment is a tough process, you are selling yourself!

The interview may well start with an introduction to the company and role from the interviewer but at some point during the meeting you will need to answer some of the following questions;

- What are your strengths and weaknesses?
- Why are you interested in this role/company?
- Why do you want to leave your current job/why did you leave your current job?
- Where do you see yourself in 5 years' time?
- What skills do you think would be crucial for this role?
- What can you bring to this role/company?
- Why do you think you would be successful in this particular role?
- What motivates you?
- How would your Manager/Co-Workers/friends describe you?
- Can you sell me this pen ?! This is a very simple and effective way of putting someone under a little bit of pressure – could you do it??

Have you got any questions for us?

Hopefully you have had a positive meeting and the conversation has flowed. There are some standard questions that you should want to know the answers to, these may well have already been answered during the conversation, but if not;

- How will you measure my success in this role?
- What would you expect of me in this role?
- What are the opportunities for me in this role and going forward in the company?
- What are the future plans for me in this role and going forward in the company?
- How do I compare with the other candidates that you have met?

And then lastly how do you finish the interview professionally and know where you stand?

There are a number of ways to ask the same closed question, its how you feel most comfortable in asking it that makes the difference. We wont be there, so only you can put the question to the interviewer(s)

“I have enjoyed our meeting, and I am very interested in the role. Do you have any reservations about me doing this role for you?”

Hopefully this is a simple answer, and it’s the simple “we would like to see you second or final interview”

If it is not a simple YES and there are concerns or reservations that the interviewer may have about you, this gives you the opportunity to address them there and then.

Hopefully the above provides some clear guidance, but if you have questions that are not answered then speak to your consultant at Resolve Recruitment who will be more than happy to offer you further guidance and share their experiences with you.