



O C T O P U S
P E R S O N N E L

Talent Support

TOP TIPS FOR A
SUCCESSFUL INTERVIEW



Call us on 01747 825568 to arrange a 1:1 practice
interview and registration



Presenting yourself at Interview

A simple guide to an Interview Skills

JOB SPEC

Ensure before interview that you have **re-read the job specification** to remind yourself of the contents. Re-read all the information the consultant has sent you about the demands of the role as well.

RESEARCH

Research the company so you can ask relevant and pertinent questions during interview. Comment on something of interest from their website to show your research.

PLAN

Plan your route in advance. Ask your consultant if you are unsure of the directions. Leave in plenty of time as it's better to arrive early. If you are late, the company may not be able to see you.

PRESENTATION

Wear a clean, pressed suit or smart jacket and skirt (no leather or denim garments). Make-up, jewellery and perfume should be kept to a minimum. **Make sure your outfit fits comfortably** before the day.

MOBILE

Switch off your mobile. If you forget and your phone rings do not answer it. Turn it off and apologise to the interviewer for the interruption.

BODY LANGUAGE

Give a firm handshake. Sit still, with a straight back, head up and legs and ankles touching. It is natural to be nervous during an interview, but try not to fidget and remember to smile!

SPEECH

Speak clearly and give examples when talking about your previous experience. Remember to sell yourself. Take a breath or a sip of water whilst you think what you want to say.

BE POSITIVE

Positive people are great team players! Show your skills! Never give negative comments or criticism of a former employer as it will make you look unprofessional.

INTEREST

Show interest and enthusiasm and do not be afraid to tell the interviewer that you want the job after all areas have been discussed. Call the office afterwards to update us on 01747 825568.