



## Huntress Candidate Interview Guide

Interviews are an opportunity to present yourself to a company and sell yourself and your skills to secure a position and further your career. Interviews can be a daunting process and it is vital you are prepared on all aspects of the role and the company so you can perform to the best of your abilities. During the interview you might be asked some difficult questions. These questions are designed to see how you will react under pressure and unfamiliar territory.

The Huntress Interview Guide provides advice on preparing for interviews, as well as tips on presentation and body language so you can be in the best position possible to secure your new role! Here are a few quick tips for interview success:

- Do introduce yourself and shake hands firmly.
- Don't fidget, bite your nails, chew your pen etc. It can be very distracting and shows you are nervous.
- Do maintain eye contact with your interviewer.
- Always be positive, never give negative feedback unless requested. It is always best not to criticise previous employers!
- Know your CV inside out, including dates and qualifications. They will doubt your honesty if you appear unsure about any aspect of your CV.
- Don't be afraid to ask questions, this is your opportunity to learn about them too.
- If you feel the interview went well, ask about second interviews.
- Know your strengths and weaknesses!
- If you are a little unsure of any questions always ask for clarification.
- Contact your consultant as soon as possible and give your honest opinion of how it went!

For more information please visit our website [www.huntress.co.uk](http://www.huntress.co.uk)

## Do you homework on the company and yourself!

- Be clear on the company, name, address and telephone number.
- Know the name and position of the person you are meeting.
- Be very familiar with the job description, as well as any tests you may have to perform.
- Be certain about the type of job, responsibilities and objectives you are looking for.
- To create a good impression, try to learn as much about the company as possible before you go. Your consultant will brief you as fully as possible, but your goal is to use the knowledge you have gained about yourself and the organisation to further demonstrate a “match” between your background and the needs of the employer.
- Review your career history thoroughly. Review dates, positions, duties, responsibilities and accomplishments.
- Know your strengths and weaknesses.
- Be prepared to cite specific examples of accomplishments and how your specific experience can help the company solve some of its problems.
- Concentrate on your most recent positions, but don't neglect your early career.
- Make a list of possible questions you may be asked and prepare your answers.
- Answer all questions to the point; do not over elaborate. Always represent yourself honestly!
- Do not make derogatory remarks about previous or present employers.





## Some examples of questions you may be asked

Try not to waffle or avoid questions. When you are asked questions, remember that this is an opportunity to sell yourself - try not to give just 'yes' or 'no' replies. By being familiar with the types of questions you may be asked, you will give yourself the opportunity to practice your answers comfortably and confidently.

- Tell me about yourself? – Ensure your reply is beneficial to the role that you are applying for.
- Tell me about your career/education to date and why you decided your chosen career path?
- What are your strengths? – Ensure you demonstrate how these have contributed to your success.
- Tell me about your achievements, (personal and work related) – consider how these relate to this new position and how they will benefit your employer?
- Describe specific duties in your current role? – Consider how these relate to the new position.
- What are you seeking in your new position?
- Tell me about situations when you have had to work under pressure?
- What are the most important rewards you expect in your career?
- What are your five biggest accomplishments in your present or last job?
- What is your biggest strength? Weakness?
- What qualifications do you have that make you think you will be successful in this business?
- How do you show your anger or frustration?
- What is the hardest situation you have faced in your professional life?



## Some examples of questions you may ask an employer

- Why has this position become vacant?
- Who will I be reporting to? Who will I be responsible for?
- Will there be any additional duties / responsibilities to the ones stated in the job description?
- How does the company's promotional structure work and is personal development encouraged?
- What internal/external training will be provided?
- When should I expect to hear feedback after interview?
- What goals do the company have in the short/medium/long term?
- What are the company's greatest challenges in the short/medium/long term?
- How will this role develop and how will you fit into the future plans of the company?
- What is the working culture of the company?
- What are the key skills and personal characteristics they are seeking to successfully recruit for this role? Listen carefully to this important information.
- In the recent history of the company, what has been the biggest advance and what has been the biggest setback?
- What is your highest priority in the next six months, and how could someone like me help?
- Tell me about a typical day.
- How do you review your interviewed applicants?



## First impressions; dressing for success and body language

- Conservative dress is still the rule of thumb for interviews. It is not the time to make a fashion statement. Aim for subdued rather than glaring colours, a business suit in a subdued colour is best.
- For men, a conservative dark suit with a long-sleeved white shirt with an in-style but traditional tie will ensure best impressions.
- Jewellery should be minimal and traditional, regardless of your personal taste.
- Make-up should be in good taste and lightly applied for daywear, not applied as it might be for an evening event.
- Check the fabric of your clothes; linen creases badly and silk marks easily. Keep your accessories simple, floating scarves and clinking jewellery may be fashion statements but they are obstructive in an interview.
- A small handbag or briefcase look organised and save you the embarrassment of scrambling around for five minutes to find your notepad and pen.
- Shoes should be polished.
- Don't fidget. Body language can account for over 50% of communication.
- Be comfortable with your posture and create positive body language.
- Undo your jacket – you will feel less restricted and your body will look more relaxed and confident.
- Maintain positive facial and hand-movement cues; a tilt of the head shows interest, a nod indicates you understand what is being said.
- In a panel interview, distribute all contact between the entire interviewing panel.
- Pay attention to the interviewer's body language.
- As you leave the interview don't forget to smile and once again, the firm handshake.



## How to tackle the 'money issue'

The question of salary can be very sensitive and often requires extended negotiations to reach a figure that is fair and acceptable to both the company and the individual.

Most companies want to make a fair offer. They want to bring new employees on board at a salary level that provides incentive to change jobs that is also consistent with the company's existing salary structure for that position. Below are some points to remember when thinking about salary:

- Be realistic in your expectations.
- The position and opportunity is the single most important element of your decision.
- No amount of money will make a bad job good. A quality position, working with quality people in a dynamic work environment offers rewards that money cannot buy.
- Be flexible. Compensation packages are a combination of salary, reviews, titles, opportunities and benefits. These elements can be arranged and rearranged – sometimes very creatively - to satisfy both the individual and the company.
- Keep your recruiter involved. Part of our job is to handle sensitive negotiations and move both parties to a fair and acceptable compensation package. We do this for a living and can often offer alternatives that will satisfy both parties. (Your consultant is also a good buffer and can keep sensitive negotiations on a cool, professional level.)
- If you are asked what salary you are seeking, ensure you quote the same rate you agreed with your consultant. If you are asked what you currently earn and there is a large difference between your current earnings and those required, be prepared to explain your reasons for the difference, i.e travel costs, compensation for a benefit not offered by the employer etc.



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