

# Successful Interview Techniques

---

**Huntress**

## CONTENTS

---

1. Interview do's and don'ts
2. Research the company
3. Questions you may be asked
4. Good questions to ask a potential new employer
5. First impressions count
6. Talking about money

## 1. Interview do's and don'ts




Interviews are an opportunity to present yourself to a company and sell your skills and personality to secure the right job for you and further your career.

Interviews can be a challenging process and it's vital to prepare on all aspects of the role and the company you are meeting with so you can perform to the best of your abilities. During the interview you may be asked some difficult questions, but these are designed to see how you will react under pressure or unfamiliar situations.

Our 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:

- A firm handshake and a proactive introduction show confidence.
- Slow things down and breathe calmly so you seem in control, even if you're nervous.
- When you are speaking with your interviewers, look them in the eyes.
- It is always best not to criticise previous employers or colleagues – even if you had a bad experience, try and find a positive side so the negativity doesn't reflect on you.
- Know your CV inside out, including dates, qualifications and figures. You may not appear truthful if you're 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 next steps.
- Know your strengths and weaknesses so you can show you are comfortable with them.
- If you are unsure of anything, don't be afraid to ask them to explain something further.
- Contact your consultant as soon as possible and give your honest opinion of how it went!

## 2. Research the company



- Be clear on the company name, address and make sure you have their telephone number in case you need to warn them if you're running late or can't make it.
- Know the name and position of the person you are meeting – maybe check their LinkedIn profile.
- Familiarise yourself with the job description and any tests you may need to complete.
- 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 understanding you have gained about the organisation to further demonstrate a “match” between your background and the needs of the employer.
- Know your career history thoroughly. Review dates, positions, duties, responsibilities and accomplishments, in case you are asked.
- Know your strengths and weaknesses and show what you do to improve any shortfalls.
- Be prepared to give specific examples of accomplishments and how your personal experience can help the company solve some of its problems.
- Make a list of possible questions you may be asked and have an answer for each one.
- Answer all questions clearly and simply, try not to over elaborate and always be honest.
- Do not make derogatory or negative remarks about other employers or colleagues.

## 3. Questions you may be asked



When you are asked questions, remember that this is an opportunity to sell yourself as the best candidate for the role, so try to elaborate further than just 'yes' or 'no' replies. By familiarising yourself 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.

Tell me about your career/education to date and why you decided your chosen career path?

What are your strengths?

Tell me about your achievements - These can be personal and work related.

Describe specific duties in your current role.

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 biggest accomplishments in your present or last job?


What is your biggest weakness?

What skills 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?

## 4. Good questions to ask a potential new 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?

Is any internal/external training provided?

When should I expect to hear feedback after interview?

What goals does 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 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 in the company.

How do you review your interviewed applicants?

## 5. First impressions count



Conservative business dress is still the rule of thumb for interviews. Aim for simple and smart rather than bright patterns and colours, a business suit in a traditional colour is best.

Check the fabric of your clothes; linen creases and silk marks easily. Try and avoid over the top fashion statements as they can distract the interviewer from your skills and abilities.

How you treat your appearance can often be interpreted as a reflection of your work ethic or your organisational skills, take pride in how you look and make sure your shoes are clean and your clothes neat and pressed.

Body language can account for over 50% of communication. Try and stay calm and confident and look comfortable with your posture to create positive body language.

Also, pay attention to the interviewer's body language and subtly try and mirror it without being too obvious. 'Mirroring' can make the interviewer feel more empathy or rapport with you.

Maintain positive facial and hand movement cues; a tilt of the head shows interest, a nod indicates you understand or agree with what is being said.

In a panel interview, try and keep conversation and eye contact even between all people on the panel i.e. don't just talk to one person if there are three in the room.

As you leave the interview don't forget to smile and once again, the firm handshake.

## 6. Talking about money



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 employer 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 but also have confidence in your experience and the going market rate for someone with your skillset.
- The actual job and opportunity at the company is the single most important element of your decision.
- No amount of money will make a bad job good. A quality position, working with great 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 negotiate deals like this all the time and can often offer alternatives that 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.



contact us:  
[enquiries@huntress.co.uk](mailto:enquiries@huntress.co.uk)

---

**Huntress**