



## The polkadotfrog Complete Interview Guide

There is nothing more nerve-wracking than going for an interview but it is essential that you make the best impression you can in this limited time. We have put together the complete interview guide so you don't miss out on your ideal job by making avoidable mistakes.

### Introduction

It is essential that you do not arrive late to your interview.

- ✘ Plan your route – if needs be do trial run the night before
- ✘ Leave extra time in case of any unexpected hold ups
- ✘ Present yourself to reception at least 5 minutes early

When your interviewer comes to meet you your body language is very important.

- ✘ Stand up
- ✘ Look the interviewer in the eyes
- ✘ Shake hands with a firm grip (but don't crush their hand)
- ✘ During the interview do not cross your arms and legs this will make you look very closed and bored

The way you dress is also a huge seller.

- ✘ Always go to interviews suited and booted (including a tie for men) unless you are told otherwise
- ✘ Do not wear too much jewellery
- ✘ Do not smoke before you go into your interview



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### Preparation

Make sure you do not get caught out; preparation for interviews is a must.

### Company Research

- ✘ Make sure you search the company website, find out what the company does; if they have other offices; get an idea of the type of organisation they are
- ✘ Websites often have staff lists and photos so you can even see who will be interviewing you
- ✘ Speak to your polkadotfrog consultant as they will already know the client and will usually have met your interviewer so use their knowledge
- ✘ Prepare questions to ask at the interview this shows you have an interest in the company and the role

### Personal preparation

Although it is essential to research the company you must also know how you have sold yourself.

- ✘ Read and re-read your CV, know exactly what is on there because the interviewer may have picked you from something you had forgotten about
- ✘ Make sure you give positive reasons for leaving previous roles
- ✘ Never be negative about ex-employers
- ✘ If you have been dismissed from a past role give a clear answer as to why and show them you have learnt a lesson from this
- ✘ Ask a friend or family member to 'practise' interview you. This will help you give clear answers on the day and save on too many "ums"
- ✘ Take notes in with you – this shows you are serious about the interview. They can often be helpful to jog your memory of questions in case your mind goes blank



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### During the Interview

This is the time when all of your preparation pays off so try not to come across too nervous. Take a deep breath and be yourself.

- ✘ Focus on the job you are being interviewed for, go in thinking that you are the person for the job
- ✘ Concentrate – listen to the questions and answer them clearly and precisely
- ✘ If you are being interviewed by more than one person address them all when you are answering questions
- ✘ Be honest, there is no point in lying about your skills and achievements; it will only be embarrassing when they find out
- ✘ Interviewers will often ask you about achievements you are particularly proud of and times when you have shown good problem solving skills so have answers prepared
- ✘ Do not swear or be over familiar with interviewers or indeed flirt!!

### Closing the Interview

The closing of an interview is just as important as the opening, so don't just grab your stuff and make for the door.

- ✘ This is the time to when you can ask the questions you prepared before the interview
- ✘ If you feel they have not asked you about something you wanted to highlight now is the time to do it
- ✘ Find out what the next step is i.e. if there will be second interviews and when you are likely to hear
- ✘ Do not ask about money unless they bring it up. This will usually always be handled by polkadotfrog
- ✘ Always thank the interviewer/s for their time
- ✘ Shake hands again with a firm grip and good eye contact
- ✘ After you have left always call us and let us know how everything went. Clients like to hear the candidate's feedback