

# Team Support

## Candidate Guide

### How to Shine at Interview

Being well prepared for an interview will not only improve your chances of being successful but can help to put you at ease.

#### Preparation

An interview is an opportunity for an employer to find out more about you and to ascertain if you are a suitable candidate for their position. However, it is also an opportunity for you to find out more about the company and the role and whether you feel they are right for you.

#### Know your CV

Before your interview, go over your CV and make sure that you can talk confidently about the skills and experience you have listed. Think about the positions you have held, what you brought to them and learnt from them.

#### Company Research

Find out as much as you can about the company you have applied to. Have a look on their website to find out about their products or services, status (are they part of a larger group), locations, and anything else that may be particularly relevant to your role.

#### Interview Type

Interviews can take many forms, from informal conversations to structured and competency based interviews. Some employers will also require you to complete skills or psychometric testing.

Your MHR Consultant should be able to tell you what type of interview to expect and help to coach you on the types of questions you may be asked.

#### Competency Based Interviews

Competency based interviews are commonly used as a way to rank candidates in a fair manner against the job criteria. Candidates are asked to give examples from their work or personal experiences to demonstrate that they have the competencies required for the role.

If you are attending a competency based interview, look at the job specification and focus on the key skills and accountabilities listed. Try to relate these back to your own skills and experience, thinking of specific examples to illustrate these.

#### Travel & Timing

Plan your journey beforehand, allowing for any possible delays, to ensure that you arrive on time. It is a good idea to take a note of your contact's phone number with you on the day, just in case of an unforeseen hold-up.

#### Questions for Interview

It is a good idea to think about some typical interview questions and how you would answer them.

For example:

- What can you bring to this role?
- What are your strengths/weaknesses?
- What is the biggest challenge you have overcome?

You might also want to prepare some questions to ask the interviewer about the company and the role. Questions regarding salary and benefits are best left until second interview or when an offer of employment is made.

#### Attitude

During the interview it is important to make eye contact with the interviewer when you are speaking to them. Try to be yourself, smile, and let your personality come across.

For many employers, a candidate's attitude is as important as their skills and experience. So even if you have reservations about the interview, be positive and enthusiastic!

#### Personal Presentation

Your MHR Consultant will advise you on the dress code, but it is usual practice to dress smartly. Make a good first impression!

#### After the Interview

Speak to your MHR Consultant and let them know how you feel the interview went. They will contact you as soon as they have feedback from the employer for you.

#### Negotiation

If you are made an offer and it is not what you had expected, speak to your MHR Consultant. They will negotiate with the employer on your behalf.