



Thirteen Steps for Interview Success

Interviews are opportunities for you to showcase yourself at your best. And the key to success is thorough preparation. Here are 13 steps to ace your interview and land the job you deserve.

Before the interview:

1

Do your homework on the business you're interviewing for

Equip yourself with knowledge about the business by studying their website, social media pages, reviews and features in news articles. It's crucial that you know exactly what the business does and that you're aware about its latest endeavours if you want to succeed.

2

2) Read up on the latest news in your industry

It's important that you're well informed about your field of work overall and the significant developments within it

3

Research your interviewer

Look up your interviewer on LinkedIn to help you gauge what to expect when you meet them.

4

Re-read the job description and convert the requirements into questions

For example, the requirement of strong experience of coding with Java, could be asked as the question 'Tell me about your experience of coding with Java'.

5

Know your CV

Ensure that you know exactly what you've included on it and that you can confidently answer questions about the experiences you have written about.

6

Be prepared to attend

For virtual interviews, make sure your background is appropriate, your microphone works and that you're familiar with the interview platform. For in person interviews, ensure you know how to get there.

7

Dress appropriately

Not all clients expect candidates to wear suits. In fact, for some roles, suits are not appropriate. Check with your agent as to what is expected. Whatever you wear, ensure it is smart, clean and ironed.

8

Get some coaching

If interviews are not your strong point, take advantage of your agency and book in an interview coaching call.

9

Prepare some questions

Having questions prepared lets the interviewer know you are genuinely interested in the role. Make sure these questions are relevant to the interviewer.

During the interview itself:

10

Demonstrate good non-verbal communication

Making eye contact and giving a firm handshake (if in person) can get you off to a flying start.

11

Listen and make sure you answer the question

In order to demonstrate good communication skills, you must show your interviewer that you can listen to the question asked and answer it directly. Try not to talk at a tangent.

12

Answer behavioural questions using the STAR technique

Behavioural questions are asked to determine how you have handled situations in the past, for example 'tell me about a time when you completed a task under a tight deadline'. These are best answered using the Situation, Task, Action, Result model.

- 1) **Situation:** Start by describing the context of the situation and give specific details
- 2) **Task:** Outline your responsibility and the challenge that you were presented with
- 3) **Action:** Describe the steps you took to overcome the challenge. Focus specifically on what you did, not what others did
- 4) **Result:** Explain what the outcome of the situation was after you took these steps. Place emphasis on what you learnt and achieved

13

Be yourself

You're more likely to succeed if you present the best version of yourself. Don't try to be someone you're not.

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