

How to Prepare for an Interview

An interview is something that pretty much everyone will have to go through when progressing through their career. They are the main way that interviewers can gather information and form opinions on the job applicants, allowing them to decide who is best suited for the role.

Here at Austin Rose, we know how daunting these interviews can be, especially when you feel underprepared or unsure of what to expect. This is why we have produced a plan on how you can prepare for your next interview, giving yourself the best possible chance of securing your dream placement.

The steps that you undergo before an interview can be sorted into two different categories; knowledge preparation and physical preparation.



Knowledge Preparation

This area of preparation refers to the information that you gather before the interview which helps you answer the questions, hopefully leading to you making a memorable impression on the interviewer.

Know the company

- The services that they offer
- Company history
- Future plans
- Company values
- Recent milestones
- Specific client specialisms

How to learn

- Do a browser search of the firm and news articles about them
- Check the company social media and website. This will show their sectors, history & values
- Check the LinkedIn account of your interviewer(s) - their career progression and goals you will also be able to find any similarities or common ground that you share

Industry news

Showcase your interest in the field and industry of the firm

- Look at recent mergers and acquisitions of competitors
- Research recent legislation that affects your role and the industry

Know your CV

- Compare your CV to the job description. Which of your skills, qualifications and experiences correlate to the role?
- Prepare to be asked reasons behind any breaks in employment career changes

Prepare what to say

• Back up what you're saying

E.g. Instead of just saying 'I work effectively in areas of responsibility', give proof explaining how many employees you manage & specific examples of how manage responsibility

• Know the type of interview

This is where your recruiter will be a major asset for you. They can explain if you'll have a CV or competency based interview and prepare you

• Prepare for common interview questions

This ensures that you are giving answers that present you in the most positive light

• Prepare questions for the interviewer

Focus on questions that cover what you will be able to contribute to the company and show you are interested in becoming a part of their team

[See suggestions here](#)

Physical Preparation

Physical preparation refers to the physical aspects that contribute to the first impression that you make on the interviewer. It is vital that you prepare in this way because the first impression sets the foundation for the remainder of the interview.



Plan your journey

- Know where the interview is located and have a prepared route. Have a backup route in case there are problems
- Aim to get there 15 - 30 minutes early to allow for any delays. However, make sure that you don't enter the building until 10 minutes before your interview time
- We recommend finding a local coffee shop nearby where you can have a chance to calm your nerves and go over any last minute prep

Physical appearance & presentation

As our consultants like to say ... 'Dress for success!!'

- Plan your outfit in advance to prevent a frenzied sort through your wardrobe the morning of the interview
- Make sure that it is appropriate and formal, even if the office is known as being a more casual environment

Rehearse with another person

Get feedback on your responses & discuss how to answer certain questions

Documentation

Make sure that you are aware of, or physically have, all the relevant information required. This may include, but is not limited to:

- Name and job title of the interviewers
- Structure of the interview
- Additional tests
- Full job description of the role you're interviewing for
- Copy of your CV (specifically the one sent to the client by your consultant)
- Other information that was sent to the employer, such as your salary expectations or notice period



Speak With Your Consultant

We are very aware that this can be a bit of an overload of information, which is why our consultants are on hand to answer any questions you may have concerning these tips, or just about interviews in general. Our consultants hope that these key tips will help you display your most employable characteristics and achieve your dream placement!

If you are interested in working with our specialist consultants, you can find contact information directly on our website, alongside job adverts and CV submission forms. Our website also contains many more articles to help guide you through your career. Austin Rose looks forward to hearing from you!