

## Last Minute Interview Advice

Have you ever been waiting to go into an interview, with 10 minutes to go, feeling slightly panicked and like you should be doing something ...anything to prepare before you go in? Well, don't worry you're not the only one, as this is more common than you'd think.

If you've gotten this far then it's likely you've read our previous article 'How to prepare for an interview' (if you haven't we highly recommend it!). This would help you get ready to make a memorable first impression and present yourself as the best possible candidate for the role.

However, this article will cover the last minute steps that you can take which will ensure that you walk into the interview room feeling calm, confident and as the best version of yourself. If you are looking to prepare for an online interview and not one in person, the next article in this series is 'Online interviewing: everything you need to know'.



### Our Key Tips

#### Arrival

- We recommend that you enter the building around 10 minutes before the meeting - no more. This will give you plenty of time to find where you're supposed to go and ensure a punctual impression
- This will also give you a couple of moments to compose yourself and prepare mentally

#### Go over your CV and the job description

- It is important to revise your CV and the job specification so that you are entirely prepared
- Throughout the interview you will need to convince the employer that your skills and experience make you the most qualified candidate for the role so be aware of how these components compliment each other

#### Look over your notes

- If you have made any notes during earlier preparation for your interview, you may find it useful to bring them along with you. These notes could include pre-prepared answers to common interview questions and questions that you can ask the interviewer
- This will allow you to have these fresh in your mind

#### Bold introduction

- Think about how you're going to greet the interviewer and introduce yourself so that you're not left tongue tied when they finally welcome you
- Prepare for a firm and confident handshake - and dry off any sweaty palms!



## Important Things to Remember

### An interview is a two way process

- An interview is not only about the employer asking you questions, but it is also a chance for you to decide whether that environment and job role are a suitable fit for you
- Make the most of any opportunities to ask questions & have a look around the office

### Confidence is KEY

- Arguably, the most important thing to remember is to remain confident and believe in yourself. You've made it this far in the process so the employer must see some potential in your CV and personality
- Even if you are feeling nervous, as long as you portray an outwards image of confidence the interviewer will believe that you have faith in your own skills and abilities, leading to them believing the same

### Be yourself (bear with us!)

- We know this is SUPER cliché, but we don't mean 'be yourself' in the traditional sense. The interviewer is looking for someone that is not only qualified for the role, but that also fits their team and that they want to work with
- Therefore, relax and enjoy the interview, as this will present your personality in its full potential. Nerves hide your personality, so try to remain calm and stay true to yourself

### Body language

- Enter the building with your head held high, maintain a good posture & be appropriately animated in your communication & gestures
- Effective body language also plays an important part in forming and maintaining a good first impression



## We're Here For You

Ultimately, this short period of time before you enter the interview should be dedicated to ensuring you feel as ready as possible. When the interviewer arrives to greet you, you should radiate calm and confidence, and hopefully these tips have helped you do so!

If you are reading this article right before you are about to go into an interview, good luck and believe in yourself! However, if you still have any queries after reading this, our consultants are on hand to answer any questions you may have concerning these tips, or about interviews in general.

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!