

INTERVIEW TIPS AND TRICKS



ARRIVE 10 MINUTES EARLY

This gives you time to take a breath to compose yourself, run to the toilet if you've had a long journey, read through notes and, most importantly, be on time.



PREPARE 3 QUESTIONS TO ASK AT THE END

Asking questions at the end of an interview shows you are interested in the role, you want to learn more and that you are prepared. Examples include: 'Who would I be directly reporting to?' or 'What do you think the best thing about working here is?'.



DON'T ASSUME IT'S GOING TO BE EASY

Just because it is a temporary position, it does not mean that the interview will be easy. The manager will still need to ensure that they have the right person working for them.



ACCEPT A DRINK OF WATER

If you are nervous, taking a sip of water can give you an, all important, few extra seconds to think of your answer.



REMEMBER BODY LANGUAGE

Body language can be just as important as words when it comes to making a good impression. Remember to make natural eye contact, give a firm handshake and think about your posture; it should be relaxed and interested.



PLAN YOUR JOURNEY IN ADVANCE

Knowing where you're going and how long its going to take you is essential. It will save you any unnecessary stress, prevent you from being late and ensure you turn up feeling composed and ready.



RESEARCH THE COMPANY ONLINE

Some interviewers may ask you a question relating to your knowledge of the company. Make sure to do plenty of research beforehand to save yourself embarrassment from looking unprepared.



PREPARATION IS KEY

Although you cannot prepare for every question that the interviewer may ask you, having 3-4 good examples of previous relevant work or experience you've had is advised. This means that you should (hopefully) be able to provide detailed answers to most questions.



FIRST IMPRESSIONS COUNT

The saying is true-first impressions really do count. One way to help improve the first impression you make is to dress smartly and appropriately, avoiding loud colours and patterns.



IT'S OKAY TO BE NERVOUS!

Nerves are normal but preparation is key. Hiring managers conduct interviews all the time and so expect a few nerves. Just remember that everyone else being interviewed is in the same situation so smile and give your best.

If you struggle with answering questions, we advise trying the STAR technique.

SITUATION- Give the back story- if you are explaining how you solved a problem, you need to explain what the problem was and why it was a problem for it to make sense to someone that wasn't with you.

TASK- What was the task? What needed to be done?

ACTION- How was the task actioned? (be specific about the part you played).

RESULT- What was the outcome? This doesn't always need to be a positive outcome but you do need to explain what you learnt and how you changed things to make it positive.

For any additional support or queries, call 03301 242800 or email recruitment@opuspeoplesolutions.co.uk. Our consultants and team here at Opus will be more than happy to help.