

TOP TIPS

Attending an Interview -

“You never get a second chance to make a first impression”

The aim of this document is to give you some guidance on some key interview techniques and how important your appearance is for first impressions in an interview. Our interview process is very different to any interview you may have attended before or any interview you may attend in the future. It is important to find out in advance exactly where you're going and how long it will take to get there so that you don't arrive late. You can take copies of your CV, job description and any other relevant information with you even if you don't need them - it looks good. It is also fundamental to research the company before your interview so you can understand the services that the company provides. This helps you if the interviewer asks you questions regarding the company; you are then able to demonstrate your understanding and background knowledge of the organisation. This always scores you extra points with the interviewer.

Dress Code

The dress code for our interview is casual, we are recruiting en masse for large sporting events therefore we are happy for people to attend their interview in comfortable clothes. An individual's personality comes across in the clothes they wear and this is another way for us to get to know a bit more about you.

However, for a normal interview it is important to dress appropriately depending on the company (remember it's always better to be over smart than too casual) for an interview it is recommended that you wear a suit or a smart top and trousers/skirt. A tidy appearance and smart, appropriate shoes are a must. It lets the prospective employer see that you will represent the company appropriately when face to face with customers or clients.

Documentation

The interview will last approximately 15 minutes but you should allow around an hour for the whole process as we have to check and take copies of documentation upon your arrival. We also have to take a passport sized picture of you for the accreditation pass.

For our interview you don't need to prepare anything in advance e.g. CV. However, it is very important that you remember the key documents on the day of your scheduled interview; otherwise we won't be able to let you proceed any further. These are:

- UK Nationals – Photo card driving license and passport
- EEA (European economic area) and SUI (Swiss) Nationals – Passport or national ID card
- All other nationalities- valid passport only

For other interviews it is important that you check with the company in advance if there is anything that you need to take with you. In most cases it is good to take a copy of your CV and a written copy of any questions you may have. It also looks good if you take a notepad and pen to make notes

or write down any key information that the interviewer tells you. This shows that you have prepared for and put some thought into the interview.

Answering interview questions

It is essential to take your time when answering interview questions, the interviewer would prefer you to pause and answer the questions thoughtfully and appropriately than rush your response and not answer the question fully.

Most importantly listen, don't rush in and allow the interviewer to ask the question. If you are unsure as to what they are specifically asking politely ask questions to clarify the message.

Be truthful in your response and if asked, give specific examples. Imagine you are telling a story. What happened? What did you do? and what was the result?

At the end of the interview

When you come to the end of an interview you will get the opportunity to ask any questions you have about the role and company. It is good practice to have a couple of questions prepared before the interview as it will show interest in the position and the company. This will also be an opportunity to ask or get clarification about any points that have arisen in the interview.

Before you leave the interview, make sure you have an understanding of the next steps of the process and who to contact if you have any questions in the meantime.

Good luck and we look forward to meeting you!