



TIPS on the INTERVIEW

BE POSITIVE - SHOW ACTIVE INTEREST - PREPARE YOURSELF WELL WITH QUESTIONS

Be **excited** at the interview. Do **NOT** sound as if you are only there to find out about the company. When asked “Why are you looking for a new job ?” you could answer - “Actually, I wasn’t looking to move but I was tempted by a head-hunter and an opportunity of working with a progressive company like yours sounds very exciting and challenging”. (It sounds corny but it is what the interviewer wants to hear). You can then ask your questions in a positive manner to find out about the company. Have a list of questions either in your head or on a piece of paper.

NEVER DERIDE YOUR CURRENT OR PREVIOUS EMPLOYERS

If your reason for moving jobs is because you are not happy with your current employer - for whatever reason - **DO NOT** tell that to the interviewer. Try saying something along the lines of - “I’ve been there for 5 years and am now looking for a fresh exciting challenge”

FIND OUT WHAT HIS PROBLEMS ARE - CONVINCING HIM THAT YOU ARE THE PERSON WHO CAN SOLVE THEM.

Don’t go off on tangents such as what a wonderful talent you have for handling customer complaints. He will not be too impressed if his needs are for new business development. Address yourself to **HIS** needs as **HE** sees them.

LISTEN

Listen to what is being said rather than you doing all the talking. Most people like to talk about themselves so let the interviewer do the talking. However you must not remain silent. Remember if the interviewer is doing the talking you cannot make a mistake.

THE ONLY TIME TO SAY NO IS AFTER YOU GET THE OFFER

You never know what the job is really about until after you get the offer. This includes compensation, reporting relationships, responsibilities and the like. If you say “NO” prior to a firm offer, you will never know what they really had in mind !

THE FIRST PERSON TO MENTION MONEY LOSES

If you are the first to mention a salary figure, you will do one of two things. (a) You will never know what they were prepared to offer - it might have been more or (b) You might blow yourself out of a job for the sake of something like £50 per month - the employer would lose face by having to offer you something less than you asked for. Either way, you are the one who loses.

CHASE THE JOB

If you want the job, don’t waste time. The world is full of people who sit waiting for the telephone to ring. By going after the job, you will be displaying the qualities an employer is looking for. In his eyes, you will be an “action oriented” person. The chances are that your competitor will still be waiting for the telephone to ring when you have the job.

NEVER SAY “NO” TO AN EMPLOYER

If an offer is not made and you want the job - ask for it. He may surprise you and say yes! If an offer made is acceptable, then accept it on the spot and surprise him ! However, if an offer is made and it is not acceptable, tell him you’d like 24 hours to think it over. Never say “NO” to the employer. That’s where **Aegle** takes over, tell us why it’s not acceptable and we will do it for you - maybe we can fine tune the deal so it is mutually acceptable to both of you.

FINALLY ENSURE YOUR MOBILE PHONE/PAGER IS TURNED OFF!!!

**Remember even a failed interview is good experience for the next one.
Above all Relax and Enjoy yourself.**