



Preparing for your interview

ButlerBridge&May

A DIVISION OF STAFFING 360 SOLUTIONS



How to prepare for your interview



Research The Role

- Read the job description thoroughly.
- Understand what the employer is looking for.
- Identify the points that play to your strengths and experience.
- Prepare working examples to share in the interview.



Research The Company

- Visit the company website and their social pages.
- Understand the services the company provides, visit their careers page, identify where they operate, what they do and any current news about their business.
- Review the LinkedIn profiles of your interviewers.



Prepare Your Answers

- Most interviewers ask similar questions for eg:
 - Why are you looking to leave your current employer?
 - What has attracted you to this role?
 - Why do you think you are right for our role?
- Preparing your answers will help to alleviate interview nerves and help you to articulate your answers in an effective way.



The Interview Meeting Details

- Check your interview date and time.
- Check who you are meeting with.
- Is your interview a virtual meeting or in person?
- Do you have a meeting invite, meeting link or the company address?
- Ensure you know who to call if you cannot make the interview.
- Always notify your agency at least 2 hours before the interview is due to take place if you cannot make it.
- Have your notes with you as a reference point.
- For online interviews, check all tech logistics before the interview: test your camera, microphone and earphones.
- First impressions are everything. A smart appearance is important.



Know Your CV

- The interviewer will base a lot of their questions on your CV.
- Know your CV well and make sure you can articulate your career experience and achievements.
 - Be confident in talking through your last 2-3 employments.
 - Be ready to explain any gaps in your CV.
 - Know your qualifications.
 - Be sure to promote your achievements and accolades.
 - Don't make negative remarks about present or former employers. Communicate your reasons for moving on in a professional manner.



Ask Questions

- Asking questions in an interview shows healthy curiosity and helps you gain more information about the role.
- Don't leave all your questions until the end. Interviews work best when both parties are engaged in a two-way conversation.
- Don't discuss salary or package at the initial interview unless the interviewer raises it with you.



Make a plan for your interview



What are your key skills and achievements?



What are your relevant experiences and qualifications for the role?



Why do you want this job and why do you want to work here?



During the interview

Employers are looking for:

- + Positive attitude
- + A genuine interest in the company and position
- + Good clear communication skills
- + Evidence to support the skills & experience in your CV
- + Stable work history



✓ Do's

- ✓ Put your phone on silent during the meeting
- ✓ Listen to the interviewer/s' questions before answering
- ✓ Answer the question succinctly, don't ramble
- ✓ Ask for clarification if you don't understand the question
- ✓ Expand on Yes or No answers. Explain your answers
- ✓ Sell your strengths and expertise
- ✓ Be honest about your skills and experience
- ✓ Observe your body language
- ✓ Thank the interviewer/s for their time

✗ Don'ts















- ✗ Talk over the interviewer/s
- ✗ Discuss salary at the initial interview
- ✗ Wing it, preparation is key
- ✗ Speak poorly of current or past employers















Typical interview questions

Your experience of an interview and how successful you feel you've been is partly based on the quality of the answers you gave. You should also use the opportunity to ask questions of your own, particularly where you feel they further support your specific skills and competencies for the company and the role being discussed.

Typical interview questions:

-  Talk me through your achievements & current role.
-  Why are you looking to leave your current employer?
-  What attracted you to this role?
-  What do you know about our company?
-  What makes you unique?
-  Why do you think you are a good fit for this role?
-  What motivates you?
-  Where would you like to be in your career in 5 years?
-  What are your strengths?
-  What are your development areas?
-  How do you keep yourself organised at work?
-  When were you most satisfied with your job?
-  How would your manager describe you?
-  What do you like to do outside of work?

Example Questions You Can Ask:

-  What is it about the company that you enjoy most?
-  What can you tell me about your new products/services or plans for growth?
-  What are the company's current business priorities?
-  What are the company's biggest challenges over the next 12 months?
-  What skills and qualities are important for this role?
-  Can you tell me how this role relates to the overall structure of the organisation?
-  Can you tell me more about the team I'll be working with?
-  How did this role come about?
-  Do you offer training and development support?
-  What does success in this role look like?
-  What would you expect from me in the first 90 days?
-  What career path is available to an employee coming into this position?



The STAR method

A method that you may find useful in shaping your thoughts is known as the 'STAR' approach. Use this approach by explaining each element in turn to structure your answers in interview scenarios. This is particularly useful in giving an overview of your current/previous role(s) and also outlining any specific examples of key achievements.

Situation: describe a situation or problem that you have encountered.

Task: describe the task that the situation required or your ideas for resolving the problem.

Action: describe the action you took and the obstacles that you had to overcome.

Results: highlight the outcomes achieved.

Whatever method you use to frame your answer, a coherent 'start, middle, and end' will give your explanation more clarity.

Clients are likely to be looking for strong team players and evidence of this will be key. However, it is important that you are clear on what you have delivered in the past as they will be looking to recruit you as such. Importantly try not to drop into a classic interview habit of talking about 'We' (the team you work in) when you actually mean 'I'.

