

Greenhill Group

Interview Tips

“The most valuable asset in successful businesses are their people”

Well done for getting this far! Our client has read your CV, they may have spoken to you on the phone and now they want to meet you. This is your one chance to really show them what you can do, to prove to them that you're the best person for the job so let's make sure it runs as smooth as possible.

Before the interview....

REMEMBER...if you have any questions, call your consultant! We are here to help in any way we can.

Research the company's

- Products
- Services
- Markets
- Competitors
- Trends
- Current activities
- Any press releases about the company, market and/or competition
- Equip yourself with as much company and industry knowledge as you can find!

Read the company's

- Website (the news or press release section is always a great insight into the organisation!)
- Brochure
- Job specification
- Any other company literature

Note the skills and competencies required and any examples you can think of which are relevant to these.

For the skills and competency requirements...

- Think of possible questions you may be asked
- Prepare answers to these and answer the questions out loud
- Think about what you want to communicate to the interviewer
- Prepare questions to ask the interviewer
- Prepare your outfit ~ what impression will it communicate?

For any examples remember the S.T.A.R approach...

Situation ~ What was the situation?

Task ~ What was the task you had to achieve?

Action ~ What action did you take?

Result ~ What was the outcome of your action?

- Illustrate your depth of knowledge, level of ability and value for each skill
- Always focus on you even if you worked in a group
- Select examples that best illustrate the competencies required
- For each example add monetary or time savings where possible
- What did you do that was beyond the call of duty?

STAR sales example:

Situation / Task

"While in the Consumer Division as an Account Manager, I was assigned to an account which were extremely unhappy with the service they were receiving from my company".

Action

"I arranged a meeting to meet the client and performed a thorough fact find. This showed that the previous account manager had not only misunderstood their requirements but were selling to them wrongly. I rewrote their package specific to their needs and offered them help and advice to implement this".

Result

"This stopped the client from cancelling their contract which saved the company £3,000 per month and I had the opportunity to up sell to the client by an extra £1,000 per month".

Compile evidence of

- Previous achievements
- Always be honest ~ don't distort or evade facts

"You rarely get a second chance to make a first impression"

On the day...

- Be polite to everyone you meet
- Convey yourself as an organised, professional, confident and courteous individual
- Maintain a good posture ~ head up, shoulders back and smile!
- Try to relax
- Be confident in yourself and your ability to do the job
- Have a firm handshake
- Maintain eye contact (with the person asking the question)
- Remember your body language speaks just as much about you as the words said

How you should come across in the interview

- Enthusiastic!!
- Alert
- Positive
- Be interested in what the interviewer is saying
- Elaborate ~ don't give one word answers
- Be interested in the role, not the money and benefits!

Take with you

- A spare copy of your CV (don't get it out though unless you're asked!!)
- A list of prepared questions for you to ask at the end of the interview
- A pen and neat pad to write notes on ~ ask the interviewer if they are happy for you to take notes during the meeting

Consider

- How will you deal with any negative aspects positively?

Examples of questions you should be prepared to answer

- Tell me about yourself
- Why do you want the job?
- What are your strengths?
- How would you do the job?
- What can you bring to the company?
- Why do you want to work for this company?
- What are your strengths and weaknesses?
- What are your best achievements?
- What are your personal goals? Be open and honest on what they are and how you plan to achieve them

Examples of questions you should ask in the interview

“The questions you ask the interviewer are as important as the questions they ask you”

- What do you need me to achieve within my first 6 months / year
- How do you envisage the role to fit in within the company?
- How has the company developed and grown?
- What are the company's USP's?
- What are your future plans?
- Why did you join the company? (interviewer)
- What do you enjoy about working here? (interviewer)
- What other departments will I be working with and how?
- When will I receive feedback from you?
- Have you seen anyone else for the position?
- Do you have any reservations about my ability to do the role?

“Past performance is the best predictor of future performance”

What the interviewer will be looking for...

- Experience ~ background, qualifications
- Motivation ~ do you know about the role, organisation ~ have you done your research?
- Personality ~ will you fit in with the role, department and organisation?
- Skills ~ what technical and non-technical skills do you possess?
- Competencies ~ how do you operate, how do you get things done??
- Listening skills ~ listen to what the interviewer is saying, don't talk over them.

Dos and Don'ts

DON'T give general examples
DON'T arrive at your interview unprepared
DON'T be negative about your current employer
DON'T make a bad first impression
DON'T arrive late

DO give specific examples
DO choose real life examples
DO think of more than one example per question
DO use good, solid examples
DO answer each question in as much detail as possible
DO use relevant terminology to the role
DO demonstrate commercial awareness
DO show a genuine interest in the business
DO be enthusiastic about the role, your experience etc.
DO yourself justice
DO dress appropriately and smartly
DO research the company

GOOD LUCK!!!