

## VOLT'S GUIDE TO INTERVIEWS

In today's job market, we recognise that finding a job is challenging enough, and only the beginning of a sometimes involved and difficult process. Within this process, an impressive interview can be all important.

Having found the job, you submit your CV and you're invited for an interview. Now you have the opportunity to convince a potential employer you're the best person for the job. And that the job and company are the right match for you.

What can you do to give yourself the best chance of standing out from the crowd?

Volt has prepared the following 4-step plan to guide you through the basics of interviewing, from preparation to the follow-up.



### 1. Research

Using whatever tools you have at your disposal, find out as much as possible about the company, their products or services, their mission, history and clients. Obvious sources are their website and your consultant (if you are working with an agency); however these days you can find out just as much through social and professional networking sites.

If you have been given a job description for the role, study it carefully. Anticipate questions you are likely to be asked and practise answers in advance. Try to find a balance between appearing prepared but not scripted.

Where possible, try to find out if the interview format includes any technical or psychometric tests, and whom you will meet.

Obtain clear directions for the location of the interview and plan your journey, allowing time for unexpected

delays. If you are unavoidably delayed, notify the company or your consultant immediately giving the reason and your estimated time of arrival.

### 2. On the day

Arrive at least 10 minutes early. Assuming you have dressed appropriately for the occasion, think about your body language:

- Introduce yourself clearly and offer a confident handshake with a smile
- Maintain regular eye contact, listen, and give non-verbal feedback to the interviewer
- Be alert and show enthusiasm



At all times during the interview, be confident, polite and honest. Take your time to think about your answers, and then express yourself clearly and concisely.

The impression you want to leave is that you are motivated, you will fit in with their culture, and your experience will contribute to the company's success.

### 3. Questions and Answers

An interview can be a one-way process or a more natural two-way conversation. You want it to be the latter so you get the chance to find out if this is the right opportunity for you. Prepare some interesting questions of your own, for example:

- What are your brand values?
- How do you invest in training and career development?
- How does the company anticipate growing or expanding?
- Is this a new role, or replacing a previous incumbent?
- If the latter, why did that person move on?
- Why do you like working here?



- How you dealt with certain situations
- Your goals and aspirations
- Your likes and dislikes, motivations etc
- Your view on their industry, company or competitors

Questions relating to remuneration are quite common. If you are working with a recruitment agency then these types of questions may have already been dealt with on your behalf. Even if they have, or

you are not working with an agency, when discussing salary it is best to initially stick to ranges. Unless you are asked about your current package, in which case you should be specific.

More esoteric questions have been known to be asked, but if you prepare carefully you can be ready for anything!

### 4. After the Interview

It is always worth one final check to see if the interviewer has any last questions or reservations that you can address before you leave. If not, ask what the next steps might be and thank them for their time, leaving on a

positive note.

Now is not the time to show any reservations you may have about the role or company. Take your time to think about the interview, and give your consultant a call (if you are working with an agency) to give them your feedback.

Good luck!

### About Volt

Founded in Europe in 1978, Volt provides award-winning contract and permanent recruitment services, and managed service programmes. We have grown our services to provide innovative staffing solutions across a range of industries and skill areas, including Digital Entertainment, Engineering, Finance, IT & Telecoms and Life Sciences.

Our vision is simple: connecting talented people and respected companies across Europe.

Our consultants are always available for more information or help. You can reach us on:

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