

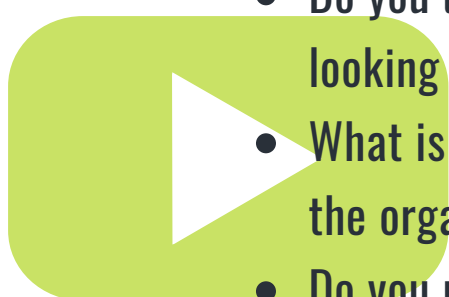
INTERVIEWS

THE BASICS



- Are you right for the role?
- Is the role right for you?
- Do you have any reservations or concerns?
- Have you spoken to friends, family, former work colleagues about the opportunity?
- Have you written a list of questions?

RESEARCH & PREPERATION



- Do you understand the requirements of the role?
- Do you understand why they the organisation is looking for someone like you?
- What is the financial history and performance of the organisation?
- Do you understand the hiring process?
- Have you researched who the interviewers are?

INTERVIEW STAGES



- Establish a good rapport as quickly as possible
- Ask questions. Interviews should always be a "two way street"
- Take notes
- After the interview do you have a clear understanding of the next steps and timescales?
- At your next meeting refer to your notes
- Clarify your understanding of the next steps and timescales

FOLLOW UP



- Always follow up your meeting with a thank you
- If working with a recruiter make sure they do this on your behalf
- Get feedback. Hiring Managers should provide feedback within 48 hours
- Again clarify your understanding of the next steps