



## **Interview tips from Andrew Page Ltd for prospective candidates**

Many people are worried that by “overselling” themselves they may appear arrogant and, as a result, they opt for more vague answers. Interviews are about presenting yourself in a positive and confident manner so here are some tips to help you in interviews to make you one of the strongest candidates.

### **1. What are your strengths?**

It may sound corny, but many candidates fail simply because they have not spent any time thinking carefully about what they can offer. Take time to think about your experience, why it would make you an ideal candidate for that post and how you can demonstrate it through concrete examples. Practising too early can knock your confidence as you will keep repeating the same mistakes and will get frustrated. Only practise and go through mock interviews once you have gathered your thoughts.

### **2. Research the job and your future employers**

Your interviewers will want to know whether you are fit to join their company. At an interview, you will find it difficult to demonstrate that you are the best candidate if you don't know what they are looking for and how the company may fit within your overall career plan. In addition, demonstrating knowledge of the company will ensure that you come across as a motivated individual. Use all the sources available to you, including any information sent to you by the company with the application and their website.

### **3. Keep your answers specific**

Lengthy answers do not make the points clearly enough, whilst short answers tend to make too few points.

Don't waffle around a topic without stating clearly what you are trying to say.

Using sentences such as “My role specifically was”, will keep you on track and add credibility to your answer.

Use your own personal experiences and examples to reinforce the point you are making.

### **4. Use power words to describe yourself**

Most candidates, in fear of overselling themselves, use words which do not reflect their true level of confidence, skills and competence. If you want to make a strong impact you cannot use expressions such as “I was involved in” too often as they reflect a situation in which you played a passive role rather than an impact role. You should use words and verbs such as “played a key role in”, “managed”, “elaborated/built on”, “was instrumental in” “achieved”, “proposed”, “derived”, “proficient/competent”, “confident in” etc.

### **5. Be confident**

Your body language will give a lot of information to your prospective employer about you. They probably will not be looking at it specifically (unless it is so bad that they can't miss it) but they will subconsciously be affected by it throughout the interview. Having a strong handshake and using frequent eye contact will help to display an air of confidence.