



## Interview Guide

Just a quick reminder about interview etiquette and behaviour. No doubt all of this is common sense, but interviews at the best of times are a stressful experience so a tick list of things to do is sometimes useful.

The first part is done, your cv and agent have now got an interview secured and the get the job there are a few basic rules and guidelines. Remember the interviewer has probably chosen your cv from a large number of others and needs to prove his decision is the correct one. While you need to sharp, the competition is not between you and the interviewer, but other unseen candidates, so it is important to give the best impression possible.

1. Read up about the client, search on the web, get Protec's advice on the company. Make sure you know what the company produces, if they belong to a group, what market sector they are strong in. If they mainly export their goods/expertise. Write down any questions you may have, and do not hesitate to refer to them in interview, but not too many!
2. Check you have the latest copy of your cv and a pen and pad.
3. Do not pop down the pub the night before, or at lunchtime if the interview is in the afternoon, the whiff of alcohol lingers and at the very best will take the edge off your responses.
4. Know what salary and package you will require, be realistic! If you go in too high this will put the client off. If the position is a contract, negotiate the rate with Protec beforehand.
5. Plan your trip to get there well in advance, get a location map from Protec. Get there with at least 10 minutes to spare, if you get there earlier no more than 20 minutes earlier – wait outside to time your entrance. Park in a visitors' space – not the Directors!
6. Dress in accordance with the situation. A smart suit will send a professional message and give you confidence, clean shoes and a conservative tie! Leave the 'Simpsons' matching socks and cufflinks at home!
7. Try and envisage what will happen at interview, check your cv and put yourself in the interviewers position. Ask yourself "what questions will he ask me?" If you have mentioned a particular project or process that now you are unsure of, just do a little revision, get up to speed. Protec will not alter your cv to suit, so you will be confident that what the Client has will be as you have written. Have answers ready if you have gaps in the cv, or strange job titles.

8. **Take a passport with you for ID.** If you have security clearance and you know these details take them. Take unclassified samples of work and relevant qualification certificates and licences.
9. Shake hands firmly but not too much!
10. Smile.
11. Real teaching Grandmother to suck eggs now! Sit up straight, look the interviewer in the eyes without staring, speak precisely and clearly. Do not waffle, only recount relevant antidotes. Do not fiddle or continually put a hand to your face or head. Look for parallels with previous positions.
12. A typical questions are “What is your greatest weakness?”, “Where do you see yourself five years from now?” “Why do you think you can do this job?”
13. Don't be phased by the odd question, e.g. “If a pond has lily pads that double in size every day, half the pond is filled on day 15, how many days until all the pond is filled?” Take an inaudible deep breath, think, and answer.
14. Be honest and accurate – do not exaggerate. What you say in interview may come back and bite you!
15. Try and have some questions held back for the end of the interview without repeating previous conversation or topics that have been covered.
16. Psychometric testing may be conducted, just be relaxed and answer the questions. Remember, there are no right or wrong answers.
17. Hand your pass back when you leave!
18. Call Protec after the interview so we may obtain speedy feedback.

Protec Technical will help you with hints and advice about the Client Company. Please do not hesitate to contact us for any further information.

Visit: <http://www.hintsandthings.co.uk/office/interview.htm> for other bits.

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