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# Interview Techniques



page 3

Preparation

page 4

On the day of **interview**

page 6

**DO & DO NOT**

page 5

Carry your **portfolio** or a **brief case**



## Contents

- 2 Introduction
- 3 Preparation
- 4 On the day of interview
- 5 Carry your portfolio or a brief case
- 6 DO: & DO NOT:
- 7 After the Interview

## Introduction

Interviews normally last for 40-60 minutes depending on the position you applied for.

However, **your first impression is made in the first 5 minutes of an interview**, so it is important to give the right impression to the interviewer from the first few crucial minutes. This not only includes what you say in the interview but your appearance and behaviour.



## Preparation

Understand the job profile!



 Take some time to prepare!

**You can get information about the company profile by reading the company brochure or an annual report.** If you can't find these things, get the relevant information from the **organisation's website.**

It is good practice for you to understand the job profile in the organisation and which of your skills would be beneficial for the company. For example, if you are applying for the position of the marketing executive, identify the products to be marketed

and suggest some of the key selling points.

**A majority of the employers look for the candidates' communication skills, adaptation to work situations, team-building skills and quickness to deal with problem-solving etc.**

Identify certain incidents from your previous employment where you have been pro-active and played a pivotal role in resolving the issue.

It is also good practice to ask questions to the employer when you are given the chance.

**Ask questions which demonstrate your interest and understanding in that organisation.** You can also ask questions regarding the available opportunities and training. It is important NEVER to ask about the salary or other remunerations – this might show that money is one of your sole aims for getting employment.



1



**Be on time!** It is always advisable to plan your journey as traffic delays are common.



2

**Make sure you greet your first point of contact with a smile.** It doesn't matter whether your first point of contact is interviewer itself or one of the employee in that organisation.

3



**Keep calm** and if you are anxious take few deep breaths and relax.

4



**The standard recommendations for job interview clothes** are based on common sense - be tidy, smart and relatively conservative and understated. You can take a more personal approach by dressing according to the company culture, the position and what makes you feel comfortable while maintaining a professional look. **If there are any requirements provided by the company, then it is wise to follow them.**

Be tidy & smart



Carry your  
portfolio or  
a brief case

**Don't carry irrelevant papers in your briefcase** as it is not professional to have papers fly around when you are trying to retrieve documents.

**Ideally your briefcase must contain:**

## Briefcase

**F**ull name of company, name and position of contact person/interviewer and contact number

**F**ull address of company and the department or building where your interview is.

**G**ood directions or map. Get these by calling the company, they usually have a standard set of directions they can email you or they can tell you on the phone. You can also obtain a map from an internet map site such as MapQuest or Google Maps. If you are taking public transport, **have your route prepared! Being late puts you in a difficult position!**

**D**etails of where you can park if you are driving

**P**ut in a couple of copies of your resume (CV). Although the company

already has a copy, you may need to give another copy to the interviewer or interviewers.

**I**nclude copies of letters of recommendation or written job references you have.

**P**en and paper. Taking a few notes during your interview shows you are listening carefully.

**T**he job advert or any details of the position that you have. You may want to refer to this during the interview.

**P**ut in the questions you have prepared to ask the interviewer. You should prepare at least five insightful questions about the job, the company, and management. Read through these questions and feel confident about asking them.



DO

- **Be confident** and introduce yourself
- **Make eye contact with the interviewer** as soon as you enter the room
- **Speak clearly and answer with examples**
- **Avoid one-word answers** – these show lack of thoughtfulness and effort
- **Be positive**

DO  
NOT

- ! **Sit down until invited**
- ! **Smoke or swear**
- ! **Criticise former employers**
- ! **Interrupt the interviewer**
- ! **Draw attention to your weaknesses**

Interview  
**Interview**



## After the Interview

● **Getting feedback** from the employer after the interview is highly advised.

The interviewer may have assessed you on your performance, knowledge and understanding.

**The feedback will therefore help you to identify your strengths and weaknesses, opening a path for future improvement, whether you obtain the job or not.**

# Feedback



# Interview Techniques

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