

# Career webinar – how to perform well in interviews

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11 September 2013

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# = What we'll cover today

1. Understanding the interviewers mindset
2. How to prepare
3. At the interview
4. Closing the loop



# = Part 1: The interviewers mindset

- Purpose of interview
- How clients think
- How clients prepare
- HR versus Line managers interviews

# = Part 1: Purpose of interview

- Mutual assessment
- Two-way sale
- Technical, cultural and attitudinal perspective



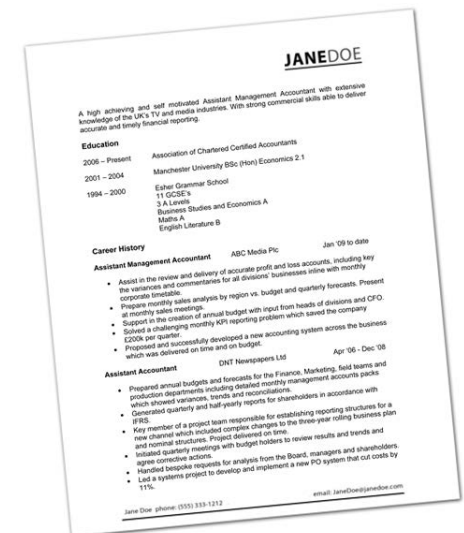
# ≡ Part 1: How Interviewers Assess You

- Ability & Suitability
- Willingness
- Manageability & Teamwork
- Problem Solving Ability



# = Part 1: How clients prepare

- Your CV
- Your social media presence
- Who they know



# = Part 1: Line v HR



v



# = Poll

When you are interviewing for a new job,  
are recruitment companies friend or foe?



# Part 2: Interview preparation

- The job and context
- Working through a recruitment consultant
- Applying direct to employers



# = Part 2: Company research

- Company resources
  - Brochures, annual reports
- Online resources
  - Company website, trade journals, news reports, social media accounts
- Facts you should know
  - Company history and recent developments
  - Key products/services and chief competitors
  - Financial history/current outlook
  - Executives and Board members



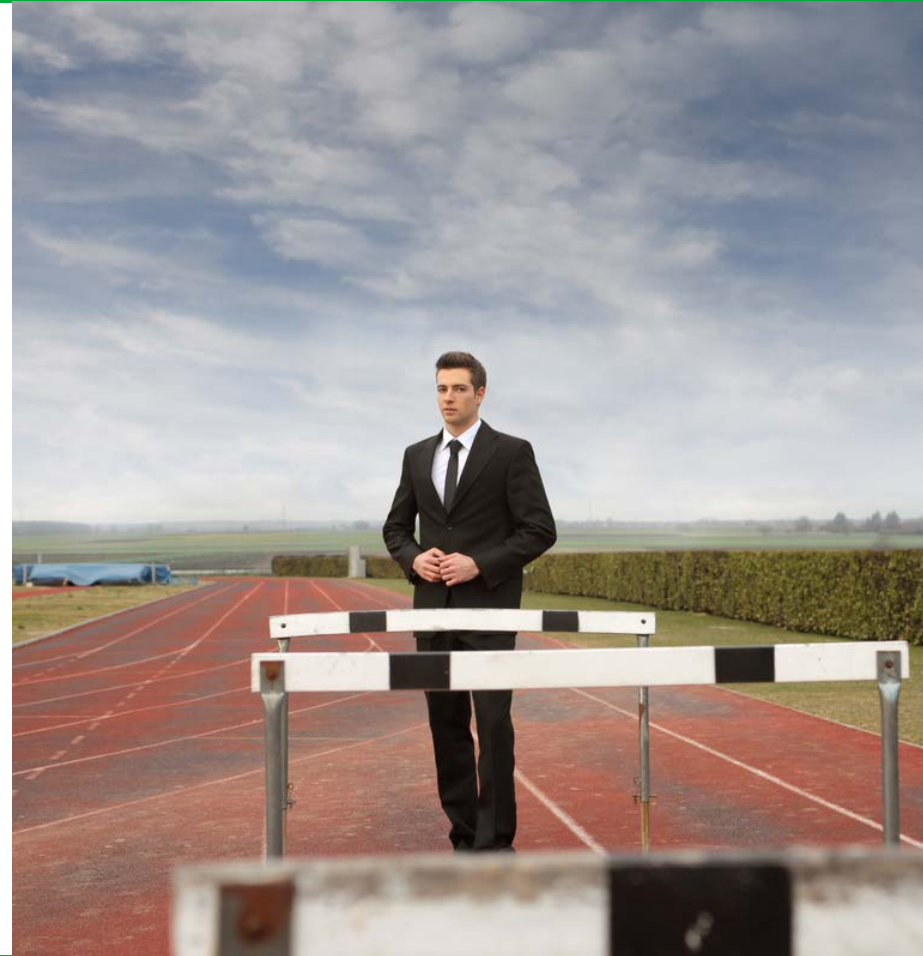
# = Part 2: Manager research

- How to research your interviewer
- LinkedIn, Twitter, Google, Network
- How you use this information?



# = Part 2: Why won't you get the job?

“By proactively bringing up your weaknesses you take control of the issue from the line manager”



## = Part 2: Why will you get the job?



# ≡ Part 2: Practice your pitch



# = Poll

How many questions do you typically prepare for the interviewer?

# = Part 3: The interview

## First impressions count

- Outfit: dress up!
- Importance of the receptionist
- The first conversation
- Where to sit





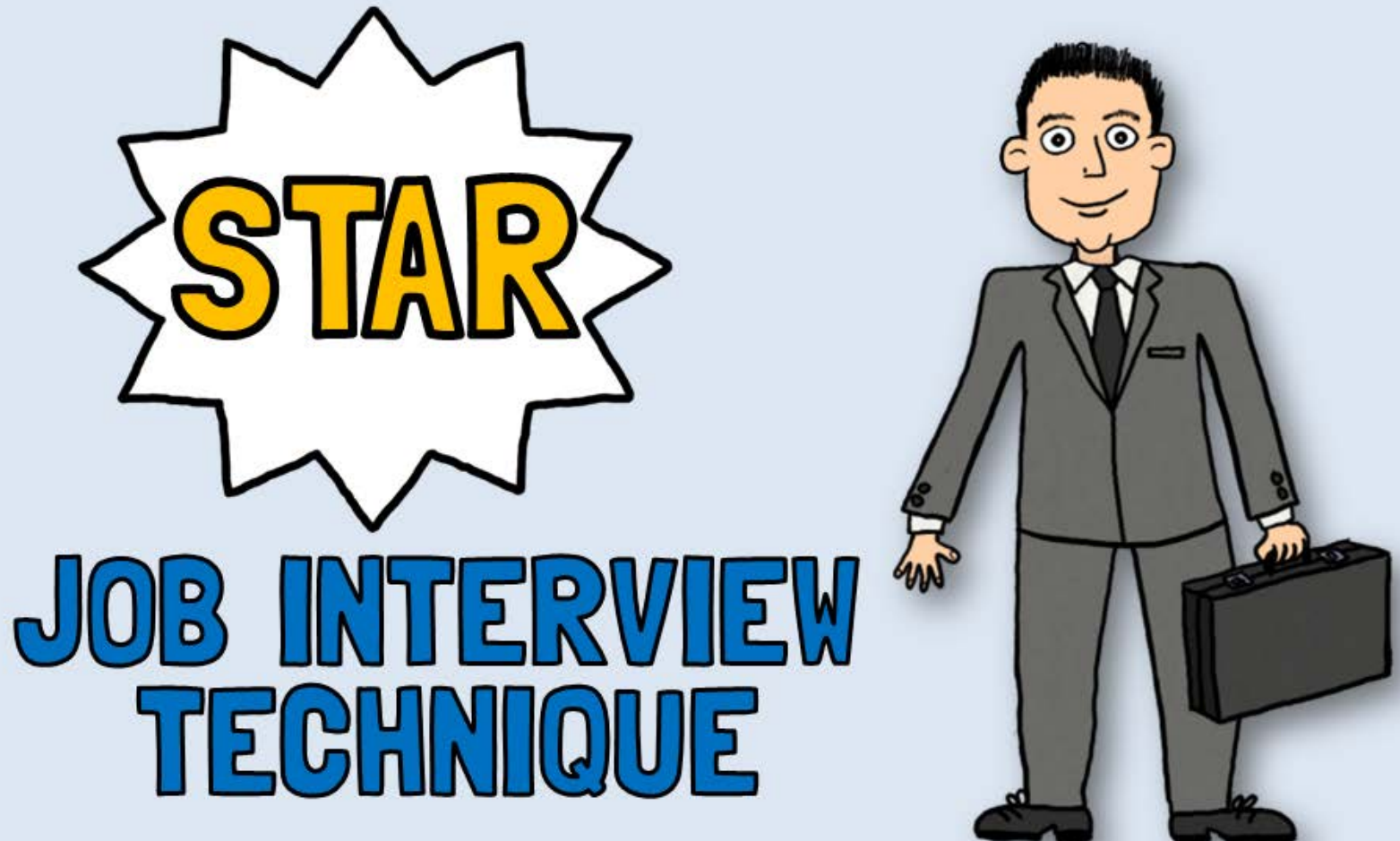
# = Part 3: Common competencies

Interviewers will be looking for you to demonstrate specific competencies:

- **Personal Profile**
  - i.e. your drive, motivation, communication skills and team working
- **Professional Profile**
  - i.e. reliability, honesty, pride
- **Achievement Profile**
  - i.e. money and time you have saved employers
- **Business Profile**
  - i.e. efficiency, economy



## = Part 3: The interview



# = Part 3: Non-Verbal Communication

## **Do**

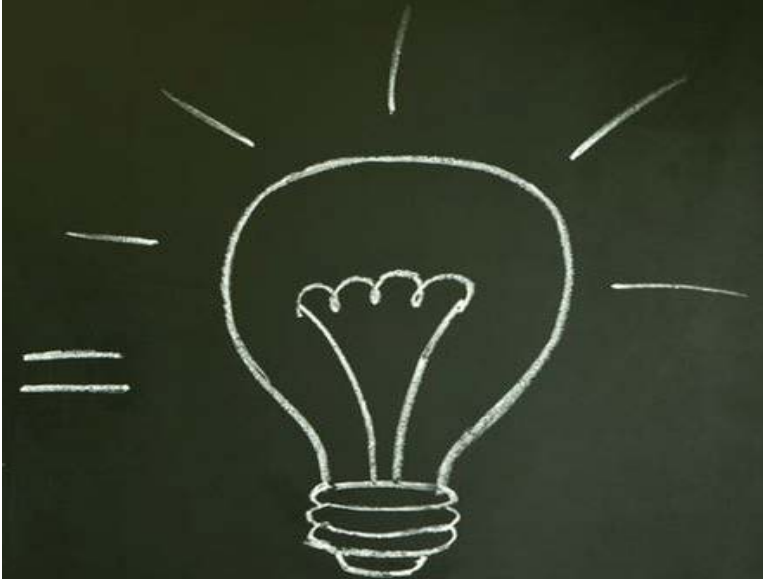
- Smile
- Maintain good eye contact
- Mirror interviewers body language

## **Don't**

- “Wet Fish” hand shake
- Shifting too much in your seat, fiddle with pens, hair etc
- Slouching in your chair, Folding your arms

## = Part 3: Questions to ask

- “At the end of the interview you have a window of opportunity to cover face to face any concerns they may have of giving you the job..... TAKE IT
- What should you ask?
- What you shouldn't ask?
- I WANT THIS JOB



# = Part 4: Closing the loop

- Recruitment agency feedback
- Direct employer feedback
- The best follow up
- Thank you notes



# Part 3: When You Don't Get the Job

- Don't take it personally
- Thank them for their time
- Ask to be considered for future positions
- Request feedback



= Questions?

# = Further information

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= Thank you