



# INTERVIEW PREPARATION GUIDE

Boden Group Guides and Tips

# Contents

- Page 3** Preparation
- Page 4** Attending the interview
- Page 4** Typical questions
- Page 5-6** Questions you can ask
- Page 6** Post interview tips
- Page 7** A successful interview
- Page 8** An unsuccessful interview



# Preparation

## Research the company

While your consultant can give you information on the company, the role and the interview format to help you prepare, you'd be wise to do as much research as possible.

Company websites are a major source of information and can provide you with corporate history, press releases, downloadable reports and reviews. You can also visit the archive files of newspaper websites or search engines such as Google by entering the name of the company in the search box.

Make sure you know about:

- Brief company history - mergers, takeovers, growth etc.
- Products and services
- Company size, both in terms of employee- and financial measures (turnover etc.)
- Any recent press reporting or speculation (e.g. new product launches, joint ventures, initiatives, new advertising)
- Something about the company culture
- Their main competitors



# Preparation cont.

Try to predict the questions you may be asked:

If you have researched the company in sufficient depth, you should be able to answer most of the questions in this area.

Any other questions are likely to be about you so you should revisit your CV at this point and think about the achievements you have detailed.

The interviewer will likely probe more in-depth into these achievements, so make sure you have additional information about these at the ready.

Also, be prepared to answer questions on:

- Gaps in your CV
- Why you've made those particular career moves
- What you would have done better with hindsight
- Motivations
- Your long term career plan
- Problem-solving

It's often a good idea to write all your thoughts and examples down on paper. This will help you clarify any grey areas and give you more confidence in preparing for the interview.



# Attending the interview

## First impressions

This is your chance to make a good impression. How you present yourself will have a big impact on the interviewer so don't forget the basics: businesslike suit, clean shoes, minimal jewellery and good personal hygiene.

## Body language

Your behaviour will be watched the minute you walk in the building: demonstrate interest by reading company literature in the foyer, be friendly to the receptionist, offer a firm handshake and maintain regular eye contact. Always accept a drink of water – taking a sip can provide you with a little thinking time before you answer difficult questions.

## What you say

Always try to listen to the questions - it sounds obvious, but candidates so often answer the question they wish had been asked. If you don't understand the question, ask for it to be repeated and be honest if you genuinely don't know the answer. Use every question to demonstrate your ability to do the job and make an extra effort never to criticise your previous employers, however harmful you may feel about them.



# Typical Questions

## Tell me about yourself

Summarise your qualifications, career history and abilities, highlighting those relevant to the position.

## What do you dislike about your current role?

The interviewer wants to ascertain whether the aspects you dislike in your current role are also present in the position in question. The best approach is highlighting an element of your current company which differs from the company you are interviewing at.

## Why do you want to leave your current employer?

Never be negative about your current employer but demonstrate a desire to achieve other goals. It is best not to refer to salary as being a contributory factor unless you are

being paid significantly less than the market rate.

## What are your strengths?

Choose 3 or 4 strengths and provide relevant examples. Strengths to consider are the ability to learn quickly, positive attitude, technical ability and determination to succeed.

## What is your greatest weakness?

Try and pick one which isn't particularly relevant for the position and could also be considered a strength, eg. I am fairly demanding of my team, but I am getting better at using the carrot and not the stick.

# Other questions

Here is a list of other potential questions you should prepare for:

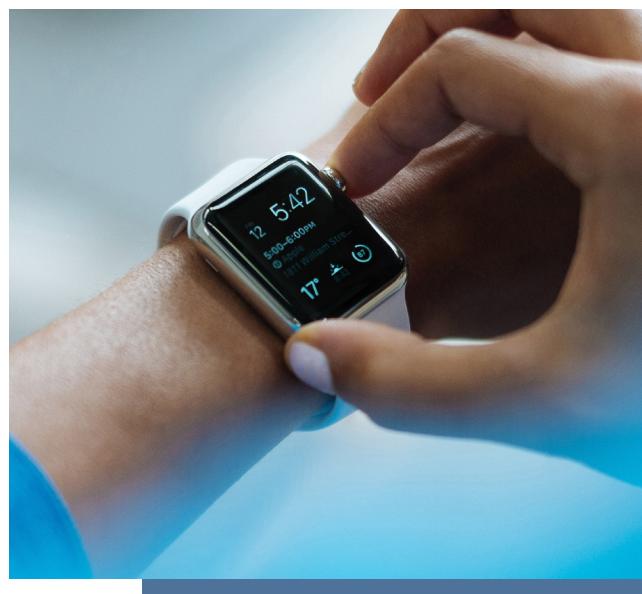
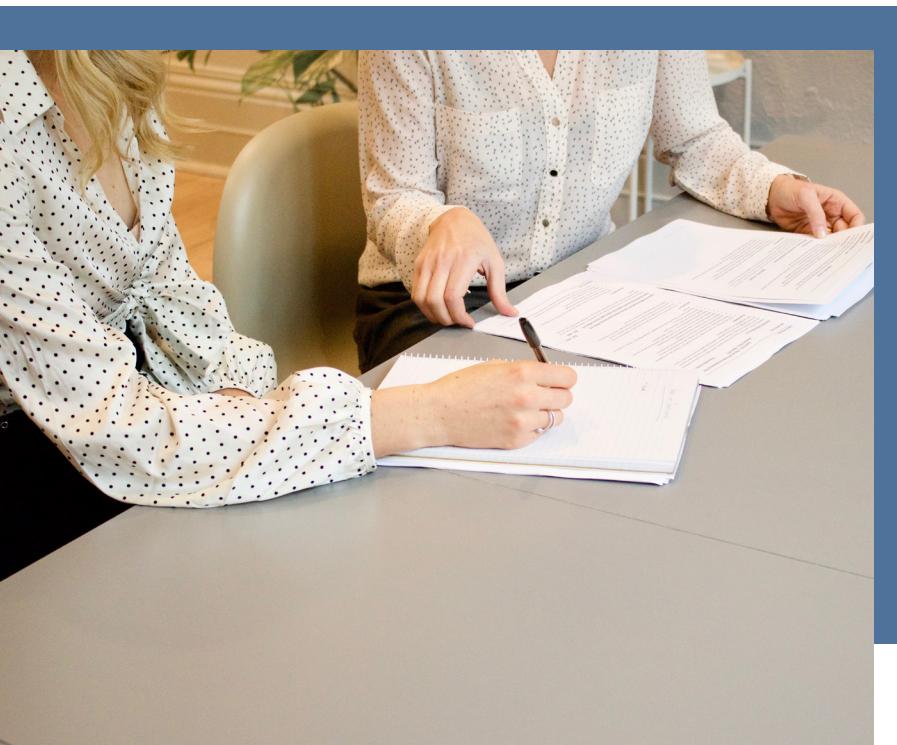
- Why do you want to join us?
- How much do you know about the role?
- What attracted you to the role?
- What skills and experience do you have that make you suitable for the position?
- How do you cope under pressure?
- How would your colleagues describe you?
- What do you enjoy about your current role?
- Which part of this role is least attractive to you?
- What has been your most significant achievement?
- What is the biggest mistake you have made?
- What are your long term goals?
- Why should I employ you?
- What skills can you bring to the company?
- How do you like to be managed?
- Do you prefer to work as a team or an individual?

## Ask questions that display your enthusiasm, willingness and ability:

- What is the team working on at the moment?
- Can I meet the team?
- Can I look around?
- What are your strategies for growth?
- How soon do you want an employee in place?
- If there was one significant achievement that you would like to see happen within the role from the outset, what would it be?
- Can you describe what made the last person successful in this role?
- What are the immediate improvements or priorities that need to be applied to this role?
- What changes would you like to see in the way the job is performed?
- To ensure I would be able to hit the ground running, if I were successful, would you be able to supply any procedures, literature or other supporting information in preparation for my first day in the role?

# Post-interview tips

Our consultants will always try to obtain as much feedback for you as possible. Keep a note of any feedback so that you can refer to it when preparing for future interviews.

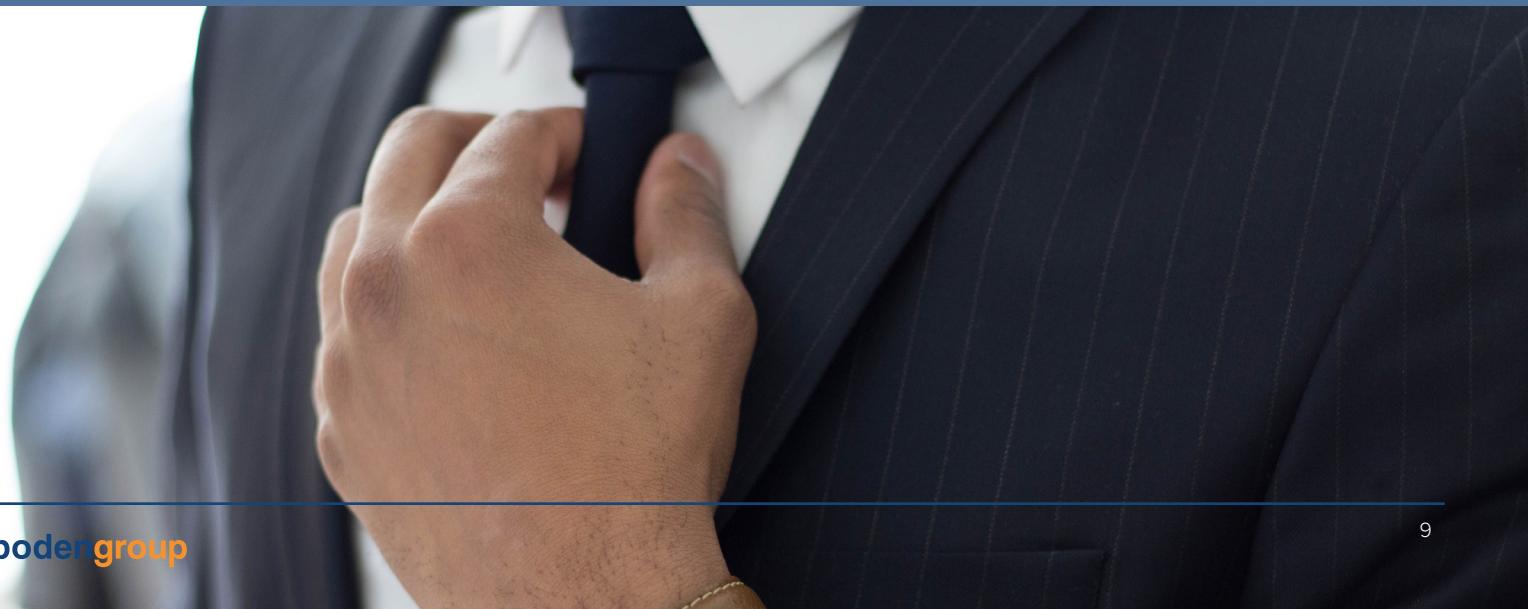


# A successful interview

If you have been successful in the interview process, you are likely to start feeling quite anxious in the weeks leading up to joining the new company. These feelings are quite normal as you naturally want to make a good impression and fit in with the team. The following tips should ensure that your first few weeks go according to plan:

- **Be part of a team** – a team will lend support and help you feel less exposed, as well as providing a great learning ground.
- **Learn your job** – try not to demonstrate a ‘know it all’ attitude in your first few weeks as this can often put people off. Instead, show that you are eager to learn and willing to listen to the advice others offer.

- **Arrive at work** on time and stick to your lunch hour. If your team are busy, offering to take a shorter lunch break to help out will demonstrate your willingness to be an active team player.
- **Dress appropriately**, according to how others are dressed in the office.
- **Don't get involved in office gossip** – you may want to listen but don't contribute.
- **Find a mentor** – sometimes, your supervisor may not be the best person.
- Always stick to project deadlines.



# An unsuccessful interview

If you are unsuccessful in the recruitment process, don't take it personally and don't dwell on it. The best thing to do is to send another application out straight away to keep the ball rolling with the help of your consultant.

However, depending on which stage of the process, you were rejected, you should address:

- Your CV – Was it tailored to the specific job? Is the format correct? Your consultant can offer advice on your CV at any time.
- Your interview techniques – Did you do enough preparation? Were there particular questions on which you struggled?

The important thing is not to become too disheartened but treat it as a learning curve. Make sure that you get as much feedback as possible from the client to understand where you may have gone wrong.

Of course, your consultant will always endeavour to obtain as much client feedback for you as possible.

Always try to remain optimistic and focused on your career search as throughout the process your interview skills and techniques will only get better!



# Find your next role

To find your next role in Facilities Management or Property contact our specialist team of recruiters to see how we can help you take the next step in your career.

[Find your next role](#)

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