

Job hunting Hints and Tips:

Interview preparation and checksheet
Prepared by The Jenrick Recruitment Group



STAGE 1: FIND OUT ABOUT THE COMPANY

- What are its products or services?

- What size is the company?

- Who are the competitors?

Your Jenrick Consultant will be able to help you with information about the company, but you may want to do some personal research.

The company's website or brochure will assist you before the interview, in finding out which skills and qualifications are of most interest to the company.

Jenrick will wherever possible, provide a detailed job description in order for you to see which of your skills and qualifications are of most interest to the company.



Job hunting Hints and Tips: (cont.)

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STAGE 2: FIND OUT ABOUT THE STRUCTURE OF THE INTERVIEW

note - most interviews follow a similar format

Questions based on your CV to explain your career path and ambitions:

- Pick out your skills or achievements that are directly relevant and rehearse these?

(Be prepared to explain any unusual parts of your CV, such as any time taken out from employment, education or travelling)

General questions about you:

- How much do you know about the Job?

- What interests you about the job?

- What skills or experience do you have that make you right for this job?

- Why did you leave your last company or are seeking to leave your existing position?



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▪ What interests you about this company?

▪ When have you had an opportunity to show initiative?

▪ Who and what were you responsible for in your last job?

▪ Can you give an example of when you coped well under pressure?

▪ Do you prefer to work independently or as part of a team?

▪ What are your three biggest achievements so far in your career?

_(1)_____

_(2)_____

_(3)_____

▪ What do you see as your good and bad characteristics?

_(good)_____

_(bad)_____



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▪ What are your long-term goals? How are you going to succeed in achieving them?

▪ Tell me more about your hobbies and interests?

▪ Are you considering any other jobs?

Telling you about the company and position:

▪ Which department is the vacancy in, and how that fits into the company?

▪ Who you would be working for and with whom?

Your questions:

(Asking relevant questions shows you are interested, organised and able to plan ahead)

▪ Salary and benefits are important, but an employer will be more impressed if you ask questions about the company, the department and the job first.

▪ Good questions to ask are regarding training opportunities, who you will report to, who you will be working with, and promotion prospects.

(Informing you of the next stage of the process and when you will hear if you have been successful and whether there is a second or third round of interviews)

