

# people 4 property

## Preparing for Interviews

### What sort of interview to expect

To prepare effectively you need to clarify:-

- How many people and who will be interviewing you
- How long the interview might last
- Whether you should be prepared for any other form of assessment e.g. Psychometric tests, written test or software/typing skills tests.

Interviews are not an exact science. The interviewers are influenced by the impression you create. You need to make a **positive impact** so that you are remembered and compared favourably with other candidates. In preparing you need to think as much about how you communicate as what to say.

### Prepare for your interview by

- Re-reading your CV, thinking through your own career and the questions they might ask you.
- Ensuring that you can give them more information than is on your CV. It is important to highlight the elements of your roles that sell you as an individual giving more examples and more evidence to amplify your CV e.g. figures to support targets achieved.
- Re-reading the organisation's details - maybe a job profile
- Familiarising yourself with what the employer is looking for
- Briefing yourself on what the organisation does – research their website?
- Thinking of responses to some typical questions.... see below
- Some interviews are testing your technical knowledge so do remind yourself of the content of your degree, especially elements that might be relevant to that company.

## First Impressions

Whatever the style of the interview do not underestimate how important first impressions are. You need to consider:

- **Punctuality** - plan to arrive promptly on time so allow ample time for the journey and make sure you have directions to the interview and a contact name.
- **Eye contact** - keep making contact with your interviewer. Some interviews are with more than one person. Focus on the person asking you the question so that you don't get distracted.
- **Smiling** - show your **positive attitude**.
- **Handshake** - be firm but not over firm.
- **Body language** - relax and be comfortable – avoid crossing arms and legs.
- **What to Wear** - show you are taking the interview seriously - dress professionally. You should tend towards conservative clothes, but follow these basic guidelines and you won't go far wrong:

### Men

Dark suit (blue or grey) freshly dry cleaned

Fresh, ironed shirt (Not Black or Too Dark)

A business tie i.e., not outrageous

Polished shoes

Dark socks

### Women

A dark suit or trouser suit

Skirts not too short

Shoes should be clean and heels not too high. Excessive make up is not generally a good idea

For both men and women jewellery should be kept to a minimum and hair should be well groomed.

**N.B attending interviews with facial piercings (Nose, Lip, Eyebrow etc) may be fashionable, but it is not worth jeopardising getting the job, make sure you remember to remove them.** This obviously does not apply to piercings for religious reasons.

**MAKE SURE YOUR MOBILE PHONE IS TURNED OFF** once you reach your interview.

## **Possible Interview Questions**

Here are a few examples of the kind of questions you may face at interview. You may be asked some, all or none of the examples given, but having an idea of how you might respond to them will be a big help.

### **Why do you want this job?**

Think carefully about this question. Stress the positive aspects, which have attracted you to applying for this position. Do not mention the negative aspects of your current job or the job in question.

### **What can you contribute?**

This is your chance to shine. Tell them about your achievements in your previous position(s), which are relevant to the new position you are applying for.

### **Why did you join your previous company? Did they live up to your expectations? Why are you leaving now?**

Always be positive about your reasons for joining and leaving a company. Be very careful that you do not say anything negative about your present employer. If you do, the new company will wonder what you will say about them when you leave. You might want to stress that you are looking for a new challenge, and that you feel that the company who is interviewing you fits the bill!

### **What has been your biggest failure?**

Try to pick a failure, which you were later able to correct and learn from, or something that is not really important.

### **Why should we employ you?**

The answer to this question will be based on your previous experience and achievements, which relate to the company. At the end you could add that you think there is a good fit between you and the job, and do ask the interviewer for their opinion.

### **What do you see yourself doing in five years time?**

This type of question should be handled carefully. Ambition is good but think carefully before saying that you would like to be a property developer and a self made millionaire! Your potential employer is looking for you to stay with the company for many years.

## Asking Questions

Make sure you get value from the interview too. Clarify exactly what the role is and what will be expected of you. This is your chance to find out anything else you want to know but even if you feel satisfied with the interview, you should ask at least one question. Try to avoid asking about salary though – it makes you sound less interested in the company and role, however, asking what level of business the office is currently doing is a good question if relevant, here are some examples:

- What objectives would you like to see accomplished in this job?
- What advancement opportunities are available for the person who is successful in this position?
- How would you describe the culture of the company?

## Closing the Interview

Ask what the next stage is. Thank the interviewer for their time, shake hands and smile.

## After the Interview

- Call People 4 Property as soon as possible to let them know how the interview went and what your initial reaction was.
- Try to be as decisive as possible.
- Are you interested?
- Are there any questions left unanswered?
- If you are offered the role what will you say?

**If you are offered the role** - all being well, the job is exactly what you are looking for and you will be keen to start. However, make sure that you are certain before giving a positive response. If you are unsure ask us to clarify any issues with the company. One of the worst 'crimes' a candidate can commit is to say yes and then go back on his/her word when something else comes up. If you decline the role, give your reasons. Feedback is vital to ensure you retain the goodwill and maintain your reputation.

**If you do not get the job offer you desire** – gain from your experience, ask for feedback, where they think you fell down and how they think you could do better. Once you get feedback you can modify your interview technique and hopefully do better at the next interview.

**And Finally... GOOD LUCK!**