



The job's  
yours!

Top Tips for a  
**Successful  
Interview**

# Top Tips for a Successful Interview

## 1. First impressions are crucial!

- a. Ensure you enter the room confidently – think of posture and eye contact;
- b. Shake hands and build a good rapport;
- c. Be responsive to the environment and act accordingly (ie. Serious suited panel, act professionally, casual interviewers making light hearted chat, respond and get your personality across whilst maintaining professional integrity).
- d. No self-effacing jokes, don't give the interviewers any negative information – it sticks even if meant in jest.

## 2. Posture & communication

- a. Sit up straight in your chair. Do not grip your bag or folder, sit relaxed but don't slouch!
- b. Make eye contact but don't eyeball the interviewers
- c. Speak at a good pace and volume

Act confidently  
(even if you're not!)

And have some interesting questions ready

## 3. Handling nerves

- a. Thinking positively, having a smile on your face and being fully prepared (including getting there with time to spare), will all help enormously.
- b. Have a different mindset, this is a meeting, not an interview and you are also going to see whether the company is right for you as well, it isn't all one way.
- c. In the interview ask for clarification to any questions you are unsure about. Don't worry about asking for a question to be repeated and clarification on a point to help you construct the best answer. Take your time when answering (not too long of course!)

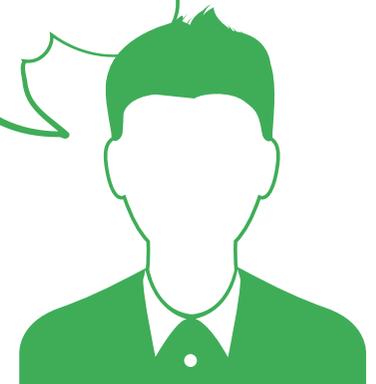
## 4. Self-promotion

- a. Never start responding to a question by stating what you don't have regards to experience or qualifications. Always highlight what you do have and why that is relevant, plus how you would approach the issue in the job if given the opportunity
- b. Show your passion, be authentic – not arrogant, highlight what areas you would like to focus on in your development and what that would give to your career
- c. When responding to questions highlight the skills needed to deliver and then match an appropriate example from your career to date.

## 5. Asking questions

- a. Do your research thoroughly and develop a couple of questions regarding the role which generates a good discussion
- b. Avoid asking direct questions about salary and remuneration or hours of work at this early stage as it may come across as if these are your primary objectives with the role.
- c. Asking about the opportunities to develop within the organisation is positive but avoid sounding as if you're looking to scoot up the ladder without focusing on the job in hand!

Remember the interview is a **two way process** - is this company right for me?



# Interview facts

Statistics show that first impressions are determined by:

- 55%** the way you dress, act and walk through the door.
- 38%** the quality of your voice, grammar and confidence.
- 7%** the words you choose.

Things that have an impact on first impressions are:

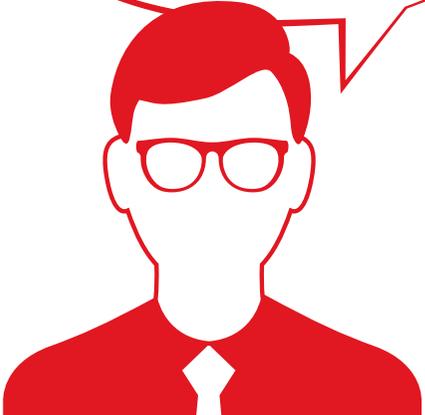
**70%** of employers claim they don't want applicants to be overly trendy or fashionable.

**65%** of hiring managers claim that clothes can be the deciding factor between two similar candidates.

**Conclusion – brightly coloured clothing is bad!**

Common non verbal mistakes made during interviews

- 67%** fail to make eye contact.
- 47%** have little knowledge of the company
- 38%** don't smile
- 33%** have bad posture
- 33%** fidget too much
- 26%** have a weak handshake
- 21%** play with their hair or touch their face
- 21%** cross their arms over their chest
- 9%** use too many hand gestures



In a survey of more than **2000** hiring managers **33%** claimed to know whether or not they would hire someone within **90 seconds!**



**First impressions** and **body language** can be just as important as what you say...

## Top 10 most common interview mistakes

1. Over explaining why you lost/left your last job
2. Conveying you are not over the last job
3. Lacking humour, warmth or personality
4. Not showing interest or enthusiasm
5. Inadequate research about the potential employer
6. Focussing too much on what you want
7. Not listening to the potential employer
8. Not asking any questions
9. Talking too much – not giving concise and relevant answers with relevant examples
10. Arriving late!

# Contact Details



## legal

**w:** [www.blusource.co.uk/  
legal](http://www.blusource.co.uk/legal)  
**e:** [legal@blusource.co.uk](mailto:legal@blusource.co.uk)  
**t:** 0844 533 5330

## accountancy

**w:** [www.blusource.co.uk/  
accountancy](http://www.blusource.co.uk/accountancy)  
**e:** [accountancy@blusource.co.uk](mailto:accountancy@blusource.co.uk)  
**t:** 0844 533 5330

## banking

**w:** [www.blusource.co.uk/  
banking](http://www.blusource.co.uk/banking)  
**e:** [banking@blusource.co.uk](mailto:banking@blusource.co.uk)  
**t:** 0844 533 5330

## industry & commerce

**w:** [www.blusource.co.uk/  
industry-commerce](http://www.blusource.co.uk/industry-commerce)  
**e:** [finance@blusource.co.uk](mailto:finance@blusource.co.uk)  
[HR@blusource.co.uk](mailto:HR@blusource.co.uk)  
[executive@blusource.co.uk](mailto:executive@blusource.co.uk)  
**t:** 0844 533 5330

