

# CCA RECRUITMENT GROUP

## Interview Preparation

**Research** - the number one top tip and piece of advice we recommend is to thoroughly research the business you're considering, the people you're meeting (through LinkedIn)

### Have some intelligent questions prepared

- usually the person interviewing will finish with 'Have you got any questions for me?', always say yes! Try and think of ones that won't have been covered in the interview but are relevant. See our list of interview questions!



**Don't worry** - if the interview naturally goes off on a tangent.



### Don't ask any 'what's in it for me' questions

- during your first interview it isn't worth asking any questions about pay, holidays and other benefits. These details will be made clear further along in the process, or alternatively ask your consultant.

**Use your consultant** - the consultant will have an established relationship with the interviewer, therefore it is useful for you to ask any questions regarding their interview style/technique. Book an interview preparation call with your consultant to refresh and prepare.

## Utilise STAR technique

When answering questions on particular examples of performance ensure you explain the:



Situation (outline the position you were put in)



Task (what was required of you)



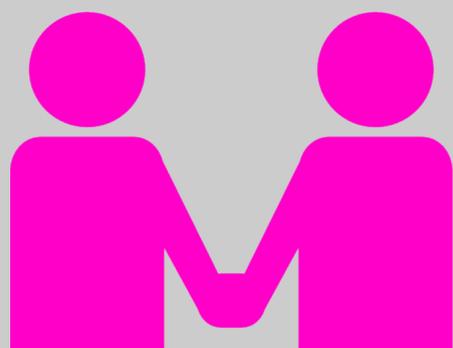
Action (how you approached and delivered)



Result (the overall outcome).

### Don't interrupt or talk over the interviewer

- it can be difficult not to interrupt when talking about a subject you know a lot about, but even if you agree with what the interviewer is saying hold back until they have finished making their point. You don't want to come across as rude.



**Give a firm hand shake and keep eye contact** - coming across as confident and personable is an important factor and will establish a rapport with the person interviewing you.



**Be professional** - remember this is an important interview, so make a conscious effort to turn up at least 5 minutes beforehand to settle yourself and dressed in business attire (including a tie).



**Be Engaging** - although this is a formal interview, allow your personality to shine through. You're at interview stage because they believe you have the experience to fill that role, so this is their opportunity to decide whether you'd fit in with the organisation and the rest of the team.