



INTERVIEW PREPARATION GUIDE



Interview Preparation Guide

Structured and organised interview preparation is the best thing you can do to improve your chances of a successful interview.

In this guide we discuss the following topics:

- Common interview questions
- Model answers and specific real-world examples
 - Things you should include in your answer
 - Things to avoid in your answer
 - Phone interview questions
- Questions to ask your interviewer
- The STAR interview answer technique
- Illegal interview questions

Typically interview answers should consist of 4 points. Consider these when answering the questions below.

1. They start with a precise summary of an answer
2. They include a skill or quality the interviewer wants
3. You provide an example of you showing off that skill
4. They show how it helped you achieve a certain goal for the business/department

Written by our Founders.



Alistair Marriott



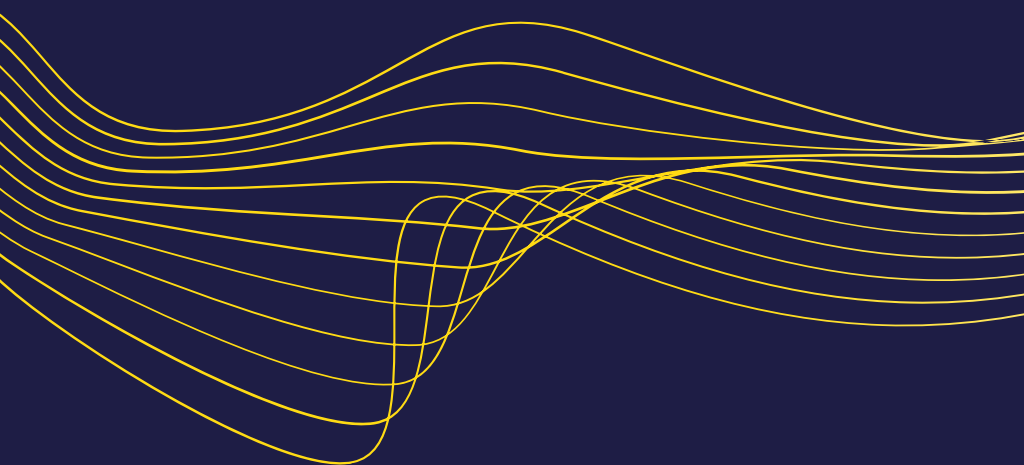
Gareth Peacock

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INTERVIEW QUESTIONS



1. Why do you want to work for us?

DO

- Tell the interviewer what you love about their company, from your research.
 - Find specific points about the team or department.
- Make sure you're carried out 'deep' research. Read company reports to find statistics, changes and issues they've overcome.
- Tell THEM what they're good at and try to link it back to achievements you've accomplished.

DO NOT

- Let your stress of job hunting come across and show them you're desperate.
- Let your lack of research into the company let you down.
- Offer generic reasons for wanting to join their business.

GOOD EXAMPLE

"Netflix has always been an innovative company and this department clearly epitomises this. The Netflix marketing team was voted number 1 in the media industry last year, and I am confident the innovative environment you encourage in the marketing team helped you win. I am aware you're looking for a social media manager to help with release the new Netflix UI. From the papers you sent me, I think it looks excellent and will be a step in the right direction for the company. I was responsible for Facebook's new UI launch in 2019 and managed to increase subscribers by 20,000 to the platform in this time; this was directly linked to the social media campaign I managed"

GOOD EXAMPLE 2

"I've been passionate about product marketing for most of my professional career. I was excited to see your company relies on regular focus groups to determine whether a marketing campaign will be effective before launch. This is because I've organised 15 focus groups for new campaigns in my current role. I'm a huge advocate of running focus groups to double and triple test a marketing campaign before release, as it can only be done once."



2. Tell me about yourself.

Up there as one of the most common interview questions you can be asked. They want to know 'why are you a great fit for our company and this job?'

Remember your answer needs to be aligned with the key skills that job demands: for our example, marketing ROI and managing campaigns is an essential part of this imaginary job description.

DO

- Make you're you know what skills they're looking for (in the job description, website career pages, blog, Glassdoor, recruiter).
- Make sure you've sat down and examined what skills, experiences and good traits you can offer.
- Use statistics where possible to back up your claims (talk to your current manager about KPIs you're managed by and ask to get access to them).
 - Include why you want to work for that company.
- Be concise and tailor your answer to the company and role.

DO NOT

- Give them your life history.
- Create a long story and try and be too creative.
- Be vague and keep it a long answer.

GOOD EXAMPLE

"I started my career 4 years ago, working at Google on their Platinum Products Team; in my time there I increased their marketing campaign ROI 20%, attributed from undertaking 20+ focus groups. Then I moved to a sports marketing consultancy firm PHM Media who work with sports brands like Nike and Rossignol. From the high budget marketing insights I learnt at Google, I lead their brand team to win 'Sporto Trophy Award Of The Year' in 2019. I want to work internally at Adidas as I'm excited to work with a creative company which focuses its marketing efforts on influencers and social media brand leaders."



3. Why are you looking to leave your current role?

A similar question if you've already left your job could be 'why did you leave your last role?'

It's essential to use this as an opportunity to demonstrate why you're keen to join their company, as well as showing off a skill they're looking for.

Most importantly, **DON'T SPEAK BADLY OF YOUR PAST EMPLOYER.**

DO

- Give a clear reason for leaving or wanting to leave your current company
- Use it as an example to show off a skill your new employer is looking for

DO NOT

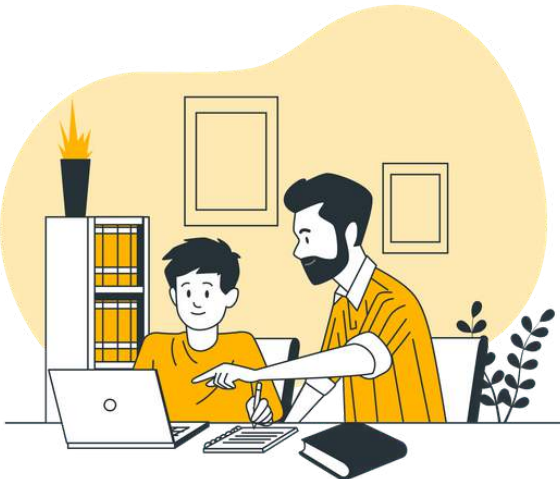
- Don't speak negatively about your current or previous employer

GOOD EXAMPLE

"My current position is working as a sales manager and it's provided me with great opportunities. Most recently I've been able to work closely alongside startup businesses, billing \$200k in sales in Q1 and Q2. Working as a Sales Director for StartupSales4U combines what I'm most interested and skilled in; managing a team and working in innovative and exciting startup environment"

GOOD EXAMPLE 2

"In my current role as a Marketing Assistant, I've had the opportunity to work on projects with the internal sales team and loved the diversity it offered. I've now been offered an internal promotion as a Marketing Executive but this role doesn't communicate closely with Sales. When I saw this position acts as the primary liaison between Sales and Marketing, I jumped at the opportunity to learn more."



4. What are your greatest strengths?

Another very popular question you can be confident you'll be asked.

The examples we provide are for a Recruitment Consultant who's applying for a job as a Senior Recruitment Consultant in a similar field.

DO

- Use statistics/numbers to support any statements you make.
- Keep the examples and answers about YOURSELF and PERSONAL where possible.
- Relate your skills to the job and position you're applying for.

DO NOT

- Talk only about the achievements of your team (try to calculate your contribution).
- Discuss irrelevant skills (for example your great mind when applying for a sales position)

GOOD EXAMPLE

"I am a Recruitment Consultant with excellent knowledge of the sector I recruit for; Java Developers. I have been awarded 'Technology Recruiter' of the Quarter on 6 separate occasions; this involved billing over £70k for each quarter. I have excellent relationships with the companies hire for, demonstrated in attaining 15 retained assignments to date. I've achieved a 96% fill rate in roles I've received this quarter".



5. Tell me what you do in your current role?

Firstly you need to identify what the job you're interviewing for is seeking. Work backwards and use examples of where you've done similar tasks in your current role.

Your aim here is to demonstrate a certain skill set which is necessary for the job you're interviewing for.

The example we use below is for someone applying for a Project Management job. You've read on Glassdoor.com that communication between project teams isn't very good.

DO

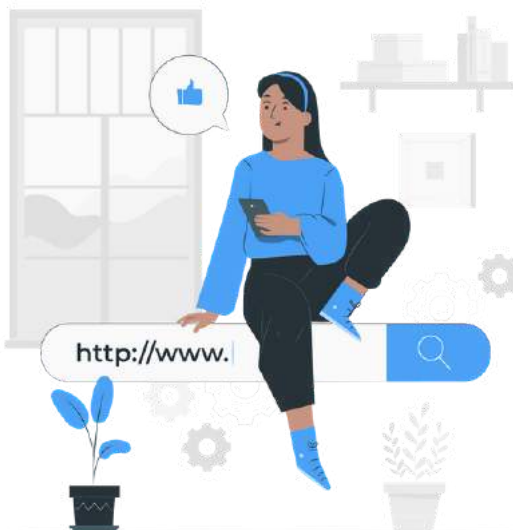
- Talk about the responsibilities in your current role that are relevant to the role you're applying for.

DO NOT

- Talk about parts of your role that won't serve you in your new position.

GOOD EXAMPLE

"I'm a Project Manager at BMW Germany, responsible for the initiation, planning, execution and closure of IT projects. When I started in the role there were significant communication problems, which is why I interviewed and hired a Scrum Master. The result of which was I was able to empower my project team and clear roadblocks. We completed our last two projects 2 months in advance and \$20,000 under budget"



6. What motivates you?

This is a common behavioural question, and without preparation, can be a tricky question to navigate.

What does this question *really* mean?

It means, "**Will the career opportunities here excite you?**" and "**Will this job motivate you to be a great employee?**"

The example we've used below is a final year graduate seeking their first position in a sales job.

DO

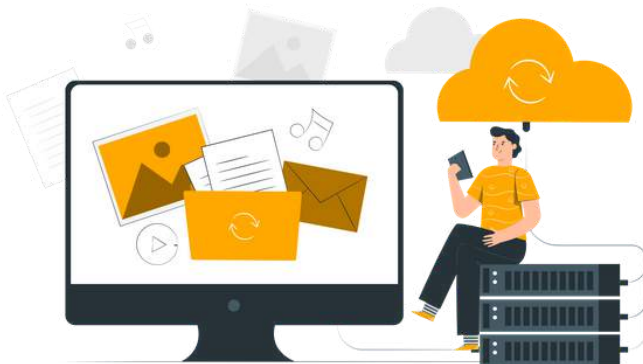
- Express interests and what motivates you in alignment with what's on offer in this new role.
- Research the company to see what attributes they value in their employers.

DO NOT

- Be honest and genuine, this question can easily catch you out if you're faking it.
- Let your lack of research let you down. Some companies are extremely focused on ensuring their future employers understand and will reflect their company's culture.

GOOD EXAMPLE

"I'm motivated by setting targets and achieving results; it gives me a huge sense of accomplishment knowing a job was done well. I first experienced this as Head of The Student Union at Exeter University. By attracting and engaging with more fresher students, I grew the SU's newspaper by 1,600 users, an increase in 7% from the previous year.



7. Why do you feel you're a good fit for this role?

This question effectively means "Will you be able to operate effectively in this new position?"

DO

- Come across as genuine with your reasons
- Be confident with presenting reasons as to why you'd be a good fit for the role

DO NOT

- Shy away from showing off! Confidence is essential when answering this question.

GOOD EXAMPLE

"I feel I'm a great fit for this role as you require a US Tax Preparer who can deal well under pressure and with deadlines. Over the past 6 months I've helped prepare 100 US individual tax returns and took the time to meet as many clients as I could. My manager has reviewed all returns and 90% needed no alterations."

8. Where do you see yourself in 5 years?

Your aim here is to reassure the interviewer that you're not going to hop jobs within the year.

Show them you're keen to work for them for the long run and you have long term plans that they can facilitate.

DO

- Be precise about a career plan you wish to take.
- Ensure it's possible to pursue this plan at the company you're interviewing for.
- Use it as an opportunity to ask questions and learn more about what's on offer.

DO NOT

- Come across as a job hopper.
- Come across as a 'flight risk'.

GOOD EXAMPLE

"In 5 years I see myself working with the same clients you're onboarding today. Marketing campaigns change with time as a company changes; I would love to work with clients on a long term basis and be their person of marketing expertise at your firm. I saw X on LinkedIn has been here 7 years and regularly received LinkedIn reviews from happy clients - being in a position like her would be fantastic"

9. What would you consider to be your biggest weakness?

The important element here is to answer the question by acknowledging a weakness, and then showing how you're effectively working with that weakness.

Framing a weakness positively is not an easy thing to do well.

If you can answer this question well, its a great question to be asked because:

- 1. It allows you to show you're self-aware and introspective**
- 2. It allows you to show you're able to work around problems and find solutions**

DO

- Provide a genuine weakness you've had to overcome.
- Mention a detailed method you've used to overcome that issue.

DO NOT

- Provide something cliché such as:

'I work too hard on projects and deadlines' instead word it as 'I've struggled to maintain a work-life balance in the past'

GOOD EXAMPLE

"I've always struggled in my career at saying no to extra work requests and at helping colleagues out. This has on occasion lead me to feel stressed or burnt out as I've taken on too much work that I can handle. I've recently started using Monday.com which is an app to help me understand clearly how much work I currently have and clearly identify when deadlines are. Like this, I'm always working at my optimal efficiency, but not taking on work I can't complete"

GOOD EXAMPLE 2

Alternatively, you can discuss certain skills with the interviewer that you're not currently proficient with (as long as its not an essential part of your new job). Such as specific programmes (SQL, Java, Advanced Exel etc)



10. What interests you about this role?

A simple answer - if you've done adequate research.

1. Study the job description and identify the required key skills
2. Provide examples about how you've used the key skills they require
3. Show the interviewer how it helped you in the past.

DO

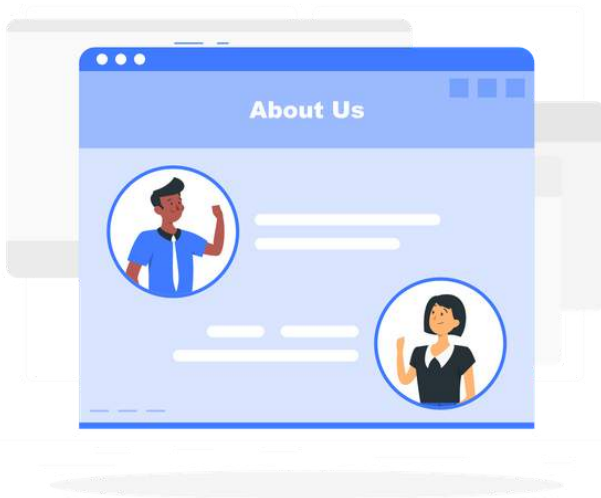
- Research the position and understand what the job requirements are.
- Consider examples you can use to back up your claims of interest.

DO NOT

- Give generic reasons for why you're interested in this position. It'll be clear if you've not adequately researched the company and can't provide a concise explanation.

GOOD EXAMPLE

"The position described in the job description immediately excited me. I understand you require a Senior Project Manager who can juggle multiple, complex IT projects at once. Having worked at IT Right Solutions as a Senior Project Manager, I was in charge of 6 ongoing projects; all categorised as business-critical by our Programme Manager. I love the environment and completed all projects on time, within budget".



11. What do you know about our company?

Research the company before you apply to avoid being caught out.

DO

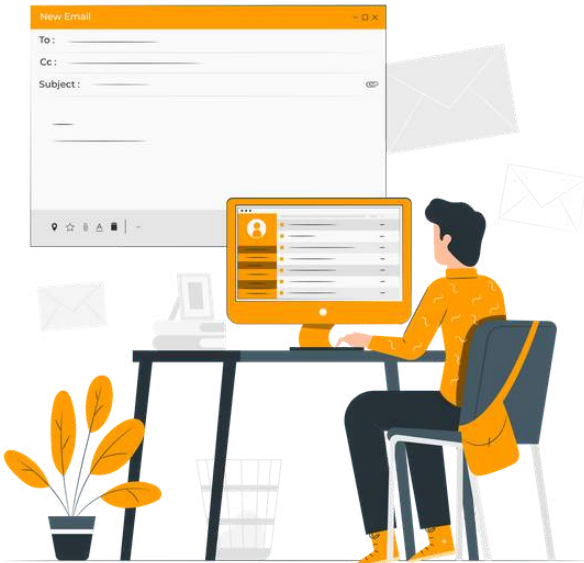
- Research the company, position, interviewer, department etc online beforehand.
- Use Glassdoor.com and read blogs to get detailed insights into the company's culture.
- Try and discuss things you know about the department you're looking to work in.

DO NOT

- Let your lack of in-depth research let you down.
- Be too broad (everyone with a quick google can find out X company has two offices in Boston and one in New York)

GOOD EXAMPLE

"It's well known that ON running shoes are the most innovative and high tech running shoes in the world, supported by the likes of Nicola Spring, the 2012 gold medal winner triathlete. I understand you're looking to diversify your running shoe offering to attract cross country runners. I helped diversify Nikes running shoe range by using specific sport ambassadors; we increased market share in cross country shoes by 6%".



12. Why is there a gap in your resume?

If you have gaps in your employment history (sections without consecutive employment) be prepared to answer questions about them. Be honest and give specific explanations about why they exist and what you did during your time out of work. If well answered, time off work can be seen upon positively!

If you left the workforce to be a caretaker:

"I had to leave my previous role to act as a full-time carer for my dad who had dementia. We have now been able to get a primary, professional caretaker so I am keen to get back to work."

If you were laid off:

"As you may be aware, my previous employer merged with another firm. A result of which was that 30 individuals in the marketing team were removed, including mine. I left with a good reference which I have with me here."

If you were fired:

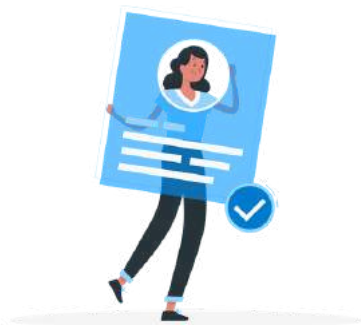
"After 2 years of working for the company, it became apparent that we had different expectations from what the position was becoming. I certainly learned a lot about negotiation from the process of attempting to resolve this. I left the company on a positive note and with a good relationship with my manager."

If you quit due to personal reasons:

"I worked for 5 years my last position and enjoyed every part of it. I took time off to focus on myself and spend more time with my family. I am now very keen to start a new role."

Side note:

Whilst IT IS important to be open about your reasons for having gaps in your CV. If an employer continues to discuss them as though it is a big issue and at excessive length, attempt to steer the conversation back. If it becomes evident this is an issue which can't be overcome, ask them outright what their concerns are and don't be afraid to stand up for yourself.



13. What would you like to get out of your next job?

Similar to 'where do you see yourself in 5 years?', as far as they're looking to see if you've seriously considered what a career with their company would entail.

If what you say you're looking for doesn't match the job you're interviewing for, you'll probably be out of contention - that's why it's so important.

The example below is recent graduate looking to make a career move after 1 year at their first job.

DO

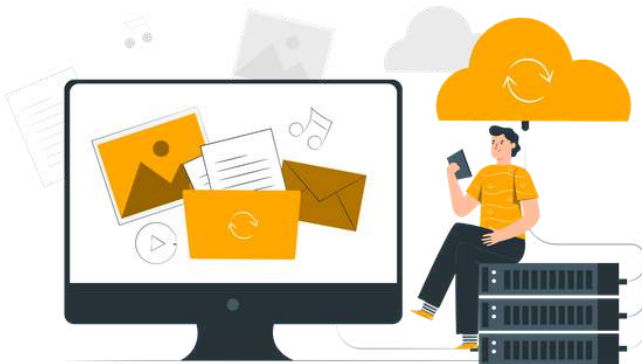
- Ensure you're aligning your vision and goals with what the job and company can offer.
- Be precise where possible and confident that what you're saying is a career path you're keen on pursuing.
- Your response to this question will be slightly different for every place where you interview because it will be tailored to that specific job opening.
- Focus on legitimate answers that also show that you will do well at the job at hand.

DO NOT

- Lie.
- Don't focus on the money - don't mention money as a factor (even if it is!)

GOOD EXAMPLE

"Having gained invaluable experience as an Assistant Business Analyst at EY, I'm now looking to work for a smaller consultancy where BA's are encouraged to follow projects from the start to completion - an end to end perspective. Your company offers BAs the opportunity to do exactly this and I feel my recent experience, education and drive will allow me to work well in such a setting.



14. How would you describe your work style?

If you require silence to work, without distractions, but the office has an energetic, open planned office, you might not be a great fit. This is why you're often asked this question.

DO

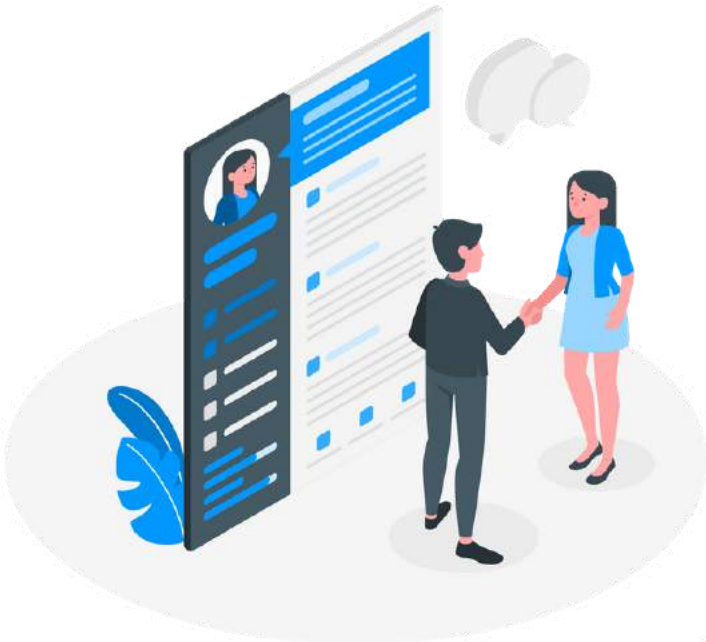
- Research the company well and ensure the culture at the company you're interviewing at, is what you're looking for.
- Find out what type of employee they like and are the characteristics of employees who do well.
 - Be honest and highlight how what you're saying can be a positive point.

DO NOT

- Use clichés such as 'i am a hard worker' or 'I thrive well under pressure'

GOOD EXAMPLE

"I would describe my work-style as extremely flexible; as a project manager, I often have to juggle multiple projects at once, and change project priorities based on the programme manager's changes. I, therefore, tend to be disciplined when I can; I segregate parts of my day to different projects using Monday.com. My complex projects require the work of multiple stakeholders and therefore I like to act as the lead when organising meetings or video calls."



15. Do you work well with other people?

Even if you prefer working alone, let the interviewer know you're also happy and good at working collaboratively. Like it or not, almost every job requires teamwork.

Interviewers want to know how you'd interact with your coworkers and if you'd positively contribute to the company culture.

DO

- Show you're able to work collaboratively and that you have experience of doing so before.
- Make a list of the skills you have when working in a team (Are you a great leader? Are you great at coming up with new ideas? Are you a good motivator? Are you a good diplomat?)

DO NOT

- Give overly specific, rigid responses.
- Be dishonest.
- Tip-toe around the answer and fail to answer the question.

GOOD EXAMPLE

"In general, I've found that I enjoy working in a team environment and get along with most personality types. I also tend to be great at coming up with new ideas and brainstorming. In my current department, I've set up and encouraged the adoption of an online system which helps with brainstorming. It's increased productivity in our department by 20% and cut meeting times on average by 35 minutes."

Common Phone Interview Questions

Phone interview questions are typically the same as in-person interviews.

The main difference?

You can keep your notes in front of you. Whilst you should be careful not to read them verbatim, they can act as a prompt that you wouldn't have normally.

The STAR Method To Answering Behavioural Interview Questions

S.T.A.R

Situation: Start with a **situation**.

Tell: Tell them about a **task** you've performed.

Action: Discuss the **action** you took.

Result: Explain how the **result** helped your company

Using this method of answering interview questions, will allow you to provide specific examples or proof that you possess the experience and skills for the job at hand.

It's also very useful if you've been told you're prone to waffling or talking too much, without getting to the point.

When answering, stick to using the first person singular (I) instead of using 'we'.

Questions To Ask Your Interviewer

Preparing questions to ask during your interview is important. Don't wait until the end of your interview to ask all your questions, pose questions when appropriate throughout the interview.

Why should you ask questions?

- **1.** You'll learn more about the role
- 2.** It demonstrates your interest in the role
- 3.** It allows you to leave a great last impression.

Questions

What kind of growth does the company expect to see within the next 2 years?

What qualities do you personally look for in a candidate?

Can you explain some of the day-to-day responsibilities this job entails which aren't on the job description?

How would you personally describe the characteristics of someone who would succeed in this role?

If I were in this position, how would my performance be measured?

Why do you personally enjoy working here?

What departments do this teamwork with regularly?

What are the challenges you're currently facing in your role?

Illegal Interview Questions You CANNOT (or should not) be asked these.


In general, interviewers are not allowed to ask questions on the following topics:



Feel free to end the interview if you're asked questions like this; these are illegal to ask in most European and North American countries. Know your rights and do research of your own

OVERVIEW


So, what will help you answer interview questions effectively?



Research, research, research. The more you know about the company and job you're applying for, the better you can answer EVERY interview question.

Know the key skills they're looking for.

Know YOUR skills and what you can offer a new company.



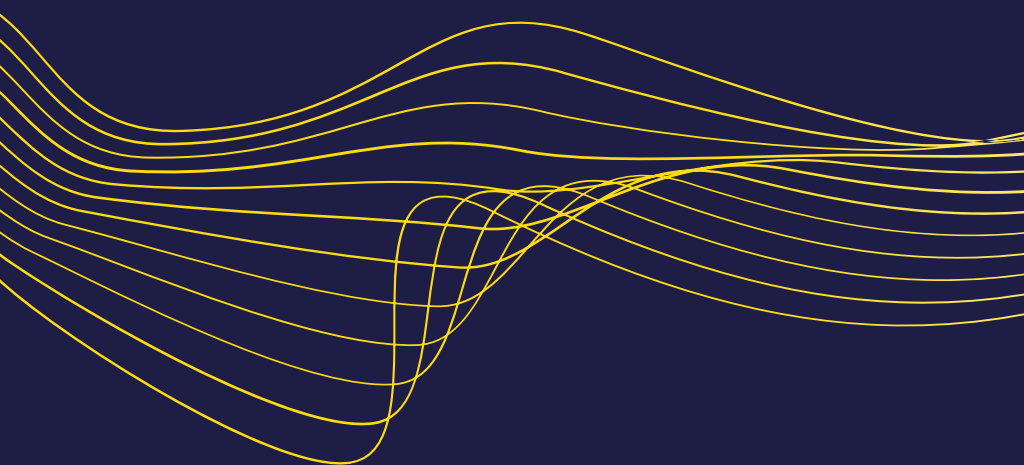
Demonstrate how you've used the skills they require in your last role.

Show how the actions you took helped the company.

Make sure you've got questions to ask the interviewer; this is essential in showing your interest in the opportunity.



ADDITIONAL ADVICE



Additional Interview Preparation Advice

Positive Body Language

At this stage in preparation, you should understand the importance of research & preparation at improving your confidence. In addition, practising having an energetic voice and approachable and open body language is also an important part of interview preparation.

Body Language & Speaking. Practice these exercises in advance and notice the difference in how you feel.

When walking. Practice by holding your head up and pulling your shoulders back. Your posture and stride will help you convey professionalism and confidence and change your mood for the better.

When sitting. Sit with your back straight and shoulders wide. Your hands can rest relaxed on your lap. Avoid being on your phone; this only encourages you to slump and pull your head and shoulders down.

**“During the interview, find the right balance for your energy. You want to be upbeat without being aggressive. One way to strike this balance is to avoid leaning too far back or coming forward too much. Sit up straight, using your hands to gesture rather than moving your body.” -
Indeed.com**”

Handshakes. You want to be firm but not grip their hand too strongly and go over the top. Make sure your hand isn't limp, however. Practice with someone and listen to their feedback!

Make eye contact. Make eye contact when you're being asked and answering questions. This doesn't have to be a long, continuous stare, but do make sure your eyes aren't darting around the room nervously.

How To Source Important Company Information

1. Visit the company website.

Understand the job within the department.

Research the products & services.

Understand the function of the department within the organisation.

Gauge the workplace culture.

Recognise the management structure.

Assess the company's global presence.

Identify the company's competitors.

2. Review the company financials if applicable.

Review the company's share price over the past 6 months

3. Review Glassdoor.com.

If possible, research similar industry positions on Glassdoor.com. Find out what people are saying about the role.

Use Glassdoor to understand more about the company's culture as well.

4. Research the company's social media presence.

How does the company wish to be seen on social media?

5. Search Bloomberg, FT, Wall Street Journal and local mainstream media for company mentions.

7. Research the interviewer on LinkedIn and Google.

Find out where the hiring manager has worked, what they've previously done, what their education history looks like and what hobbies they mention.



We carry out this research to answer common interview questions such as:

'What do you know about us?'
'Why do you want to work for us?'

How To Answer For Gaps In Your CV.

If you have gaps in your employment history (sections without consecutive employment) be prepared to answer questions about them. Be honest and give specific explanations about why they exist and what you did during your time out of work. If well answered, time off work can be seen upon positively!

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Interview Preparation Checklist

PRACTICE, PRACTICE, PRACTICE.

Win over your interviewer with your authenticity, confidence and positivity.

Be genuine.

Friendly & open body language can have a positive impact on how you're seen by an interviewer.

Extensive research into the company and position will help set you apart from the competition and show your enthusiasm for the role.

Preparing good interview questions shows motivation and helps clarify the position for you.

Arranging your transport to the interview ahead of time will help ease stress.

Prepare answers for common interview questions and reasons for gaps in your CV.

Bringing copies of your CV to the interview is a good idea and shows organisation.

Make a positive first impression. Arrive at the interview early and greet your interviewer with a firm handshake.

Don't speak negatively of past employers.

Remain concise with your answers and always answer truthfully.

Thank your interviewer for their time & follow up after the interview if you don't hear back.



CHECKLIST

**WE HOPE YOU BENEFITTED FROM
READING OUR INTERVIEW
PREPARATION GUIDE.**



**DO YOU STILL NEED HELP?
EXPLORE OUR CV SERVICES.**

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