

“How to Ace the Interview”

Introduction

Interviews are crucial, pivotal even, in the recruitment process and in your job search. The interview is your chance to shine and it is one step closer to you landing your next job. It's easy to overlook the importance of an interview and to miss out on the opportunity. If you took the time to prepare thoroughly, you increase the chance of being offered the job.

Interviews are intense conversations with a clear purpose. For you it is also a performance. Big performers in any walk of life do not perform every day. They prepare for their big performance. It is the same for you.

This 'How to Ace the Interview' eBook has been created by the [Position Ignition](http://www.positionignition.com) team. The objectives are to guide you to help you 'win' your job. It's not just about how you act in the interview room or how you talk about your CV that will 'seal the deal'. There is a lot that you can do before, during and after the interview that will help you to move closer to getting that job offer you really want.

We will look at:

- *Knowing the Company and Role*
- *Preparing for Tough Interview Questions*
- *The Day Before the Interview*
- *The Night Before*
- *At the Interview*
- *Common Interview Questions*
- *Questions to Ask*
- *The Organisational Perspective*
 - *Why this role is available*

- *The process of recruitment*
- *Process of selection (the difference)*
- *Behind the scenes*
- *They will want you to succeed*
- *What if the Interview Starts Going Wrong?*
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Knowing the company and role

Confidence is critical in the selection process. Not misplaced confidence, but confidence that comes from knowing the company and role you're going for. You will be expected to have researched and done your homework. You can learn about the organization through:

1. The internet. Make Google your friend. Go to the organisation's website and read up on it but also look around other sites-like news sites and social networks- for other mentions of the company. What is it known for, what is its reputation, what questions occur to you about why they are doing what they do or where they are heading in the future. If you can, find out who is going to be interviewing you. There is much more in the public domain.
2. The press. Where has the organisation been mentioned, what for and with whom? What are the latest developments in the business and which areas are they focusing in on?
3. Your recruitment agent. If you've found this opportunity through a recruitment company, ask them questions:
 - *Who's interviewing you? What do you know about them? What's their role and their style?*
 - *What's going on in the business at the moment?*
 - *What are they looking for specifically?*
 - *Why has the agency put you forward for the job?*
 - *Have other candidates been sent? How many? Where do I stand?*
 - *If so, what happened? What was asked, expected, what went well/wrong?*
 - *Is the company hiring in other areas?*
 - *Why are they hiring? (Someone left/restructuring/expanding/new role?)*

4. If the job is in the private sector, Check it out. Companies House – where the business was registered. See who's running the show and what other bits of information you can find to really get to grips with what this business is about
5. Investor Relations and Sitemap on the company website. When checking online, look at the company website sitemap and also the investor relations section. You'll be surprised at how much really interesting and useful information you can get your hands on. This can give you that extra edge. See how the company is performing, what the turnover / share price is. Gain that extra insight to shine above the rest.
6. The job spec. Read it thoroughly and read up on your department or function area. What are they really looking for?
7. People in the company. Ring up HR or reception and ask about the company, the role, the department, how the business is going. You'll be amazed at how much information they have and could be willing to share.
8. LinkedIn. Use it to find other people within the business. Find out what they do and if they're happy to have a chat with you. Check your own connections but also your shared connections for greater access to people. LinkedIn has a function that makes it easy for you ask a connection for an introduction to one of *their* connections.
9. If you do get links or connections, learn about the people you are going to meet at your interview:
 - What they do?
 - What their responsibilities are?

- Anything relevant in their background?
- What projects they lead?
- What are they interested in?
- Why they need additional resources?
- What makes them tick?

Google their names. Look for them on LinkedIn. Check the press. Ask around.

10. Finding out what the interviewer is looking for:

- What is their need?
- What are they really looking for?
- What value are they after and what do they have to have?

These are key questions for you to find answers to through your research. Keep these in mind as you research into the company, what's going on in the business, which roles they're hiring for and the person who is doing the hiring.

In the interview itself you can also ask what they are looking for and what they need to know. This will help you formulate your responses to match what it is that they say they really need.

Preparing for Tough Questions

Whilst you may be able to predict what type of questions will come up in interview, there are a few challenging questions that may catch you off balance in the actual meeting if you're unprepared. Here are a few pointers for getting your preparation spot on:

1. A lot of the toughest interview questions are along the lines of, "Tell me about your biggest achievement" or "Tell me about a time you had to overcome an obstacle or meet a deadline". Reflect on your skills and experience before the interview. Make a list of your top achievements at work and in other areas of your life. How did you accomplish these things? By thinking about your successes in this way, you'll be able to use them to answer this type of question.
2. On the flip side, another challenging question is "What's your biggest weakness?" When asking this, the interviewers are trying to find out if you're aware of areas you need to work at, and if you're actually working at them. Tell the interviewers about an area you've been working towards strengthening. If you've been working on your time management skills by assigning specific timeframes to particular tasks in your diary, give examples of what you are doing and how you are doing it .
3. Another type of tough question is the sort where it would be very easy to give negative information. "Why are you leaving your current job?" or "What was the worst thing about your last employer?" If you prepare for these questions beforehand, there's less chance of just coming out with the first negative thing to enter your head when you're actually asked them. Prepare for these questions by practicing turning the focus back on the position you're applying for. You're leaving your current job because this new opportunity is so attractive. There were no bad aspects to your relationship with your previous employer and you hope to have just as a productive, enjoyable relationship with this organisation.

4. What if you have some gaps between jobs on your CV? You may well be asked about this. Just be honest and tell the interviewers that the gaps are there because you were made redundant/travelling/having children. Be honest. That way, you are authentic. If you are not honest, you will be found out – sometime.
5. Ask friends, family and colleagues what the hardest questions they've been asked at interview were. Consider how you'll draw from your experience and knowledge to reply to them and then practice these answers.
6. Focus on your strengths. What are you best at? Don't be arrogant but confidence backed up by examples is powerful.

The Day Before the Interview

What to Wear

When going in for an interview, first impressions are really important so in preparation for your meeting think about the following:

- Find out what people normally wear – is it a suit, is it jeans and a t-shirt, do they wear neck ties?
- Choose your suit / shirt/ skirt / trousers / dress so it's clean, comfortable, professional and suitable for the type of role and environment you are being interviewed for. Is your suit/outfit back from the dry cleaners?
- Have you ironed your shirt?
- Are your shoes clean?
- Will you feel comfortable in this set of clothes?
- Do you need a coat / jacket?
- Are your accessories appropriate – not OTT? Is your bag ready to go? Check that it has:
 - wallet
 - Oyster Card
 - keys
 - notes on the company
 - CV
 - Map/directions
 - Umbrella
 - Deodorant spray (if hot)

For women:

- Which pair of earrings are you wearing?

- Do you need to take out any other piercings you have?
- Have you chosen your handbag?
- How much make-up are you putting on?

For men:

- If you have piercings in your ears, or anywhere else, do you need to take them out?
- Are you going to take a bag with you? If so, what type?

Planning the Journey

To save potential stress on the day, it's good to plan a few things in relation to the journey before your interview date. Here are some tips to think about:

- Do you know how to get there and exactly where the organisation is located?
- How are you getting there? – What's your route, are there likely to be any delays/disruptions that day?
- Print off a map or set up your phone to show you directions to make sure you don't get lost
- If traveling by:
 - o Car – have you enough petrol?
 - o Bus/underground – is your oyster card topped up?
 - o Train – do you know the train times? What happens if you miss one?
- How long is the journey? Give yourself plenty of time to get there
- Plan to arrive early so that you can get used to the surroundings, relax,, have a drink of water (being hydrated is very important in stressful situations) and calm your nerves
- Check the weather forecast that day. Make sure that you have the right equipment with you so that you look your best.

The Night Before

Before this important day you need to be well rested. You need your energy and to be alert when you are being interviewed. Here are a few pointers to consider:

1. Eat early and eat light. The evening before the interview, if you have a light dinner early it will be easier physiologically for your body to handle and you are more likely to have a good night's rest
2. Go easy on the alcohol. Any late night parties or binge drinking activities might be better saved for another occasion. Turning up smelling of alcohol or making your body work harder than it needs to overnight will impact on your performance the next day
3. Do you need to wash your hair? If you want to look good then show up tomorrow looking your best
4. Get an early night. It may sound dull and boring but if you give yourself plenty of time to get to sleep, you will wake up feeling fresh and ready to go in the morning
5. Stay away from caffeine - No coffee, tea or fizzy drinks this evening. Try herbal teas instead to calm your nervous system before sleeping
6. Read a good non-work book before going to bed. You don't want the last thing you've been doing before sleeping to be reading up on the company or preparing for any more tough interview questions. Your mind will continue to think about it and it might keep you up all night. So instead, find a good book to take your mind off it, relax and give yourself a bit of time rest.

7. Set your alarm clock. Make sure that you have lots of time in the morning to get up, get ready and to make your journey.

At the Interview

You've made it on time and you're ready to do your best. Keep these things in mind to make sure the meeting goes as well as it possibly can.

1. When you first arrive, don't forget to report to reception so the interviewers know you have arrived. Do this even if you're early, as they themselves might be running ahead of time and will call for you early.
2. Go to the restroom before you go in for the interview. This will help you to settle.
3. If you're feeling nervous, take a few deep breaths and remember to put things in perspective. This is a job interview, not a fight to the death. Do the best you can. If you don't get this role, perhaps it's because it wasn't the right position for you.
4. Remember to turn your mobile phone off before you meet the interviewers. That means off – don't risk it. What's the point? You shouldn't be answering your phone during an interview anyway. It's a matter of courtesy and respect.
5. Once you're in the interview room or area, be confident and friendly. Make eye contact with the interviewers, smile and shake their hands firmly.
6. Listen to the questions. Even though you'll have prepared some answers to common or difficult questions

you expect to come up, you still have to listen carefully to what the interviewers are actually saying. Tailor your answers to the wording and style of question, instead of just regurgitating a response you've learnt word-for-word.

7. Demonstrate your natural energy, passion, and strengths. Just because this is a formal interview doesn't mean you aren't allowed to show any positive emotion or that you have to look miserable throughout. Show that you're enthusiastic about the role, because that's what interviewers want to see in a candidate.
8. Even if you're not one for "enthusiastic behaviour", at least avoid showing a *lack* of interest. Don't clock watch. Don't be looking around the room when the interviewers are talking to you. Don't fidget i.e. play around with your jewellery.
9. Don't ramble on. It matters *what* you say, not how much you say. An interview is a conversation with a purpose and the interviewers are there to talk with you, not to be talked at.
10. Don't give one word answers. Just as you shouldn't say too much, you shouldn't say too little either. Do not respond to questions with just "yes" or "no". Interviewers will find it very hard to evaluate any candidate who hardly tells them anything. Interviewers will, sometimes, through being ill prepared, ask you closed (yes/no) questions. If you sense they are asking for more – clarify their question and give them more.
11. Don't be offensive. As informal as the interview might appear, now is not the time for swearing, discriminating remarks, or any type of abuse or insults.
12. Depending on what type of role you're being interviewed for, there are some common questions that you are likely to be asked. Not only that, but at the end of the meeting, the interviewers will probably ask if you

have any questions about the role or company. They will be expecting you to ask intelligent, thoughtful questions which demonstrate your interest in the job and the direction and culture of the organisation. The following section suggests some common interview questions you could prepare for and questions that you could ask at the end of the interview.

Common Interview Questions

1. Why are you interested in this job?

Hopefully, you'll have applied for the job after researching it properly and finding that it's a role that will not only play to your strengths but allow you to do something you enjoy. So just be honest and tell the interviewer what it is about the position that you believe will allow you to explore your passions and contribute value to the organisation.

2. Why do you want to work for this organisation?

This is similar to the first question, in that it should be relatively easy to answer if you've researched the company and decided that you would genuinely like to work for it. You'll have your own personal reasons for being attracted to the business, but they could include the fact that its values are aligned with yours; your admiration of its work culture; perhaps its flexible and accommodating attitude towards parents or part-time students; or your interest in the business areas its currently developing or expanding into.

3. How are you suited to this position?

If you've researched the role and thought about how it matches up to your strengths, this is your opportunity to tell the interviewers about these strengths. Don't just list them-back it up with examples of how you've used these skills and qualities in previous positions, whilst you were in education, or whilst spending time on your hobbies.

4. **What's the biggest achievement of your life?**

Of course, when interviewers ask you this type of question, they don't want you to just say what you think your greatest achievement is and then shut up. They will want you to expand on it, to explain how you came about achieving the particular goal. Did you plan how you were going to achieve it? What research did you have to do? Did you have to learn new skills? Did you achieve the goal by yourself or in a team? Taking the interviewers through how you did it will show them how you work, that you know how to succeed and meet goals.

5. **What are your weaknesses?**

As said above, in the **Preparing for Tough Questions** section, it's important not to talk yourself out of the running here. We all have weaknesses, but it's what we're doing about them that counts. The interviewers don't want you to focus on your actual weaknesses, per se, but to tell them what you're doing to improve in areas you feel weak in. For example, if you're not confident about speaking in public, but you've been practicing giving presentations at your book club or local history group, tell the interviewers this. Perhaps you are good at delegating your weaker areas to people with strengths. That can be a powerful response.

6. **When have you had to overcome a major obstacle?**

You can of course answer this by using an example from your current or previous work, but you don't have to. You could refer back to an obstacle you came across when you were studying, participating in a sports competition, or spending time on a hobby. For example, we know of successful interviewees who have used examples such as having to finish an academic dissertation in a shorter period of time than expected. Overcoming obstacles is often a matter of discipline and strengths over weakness.

7. What's the key to successful teamwork?

Understanding the task and taking responsibility for your elements of the tasks. The interviewers want to see if you understand not only the importance of teamwork, but how to work in a team. If you've worked successfully in a team before, you'll know the key elements include communication (listening as well as talking), making sure everyone's opinions get heard, learning from mistakes together instead of passing the buck, and allowing all members-including yourself-to be individuals as well as a team. Recognising and appreciating differences within a team are also important.

8. You've worked in a number of different sectors; how will that help you in this role?

If your CV shows you've already had several different careers, interviewers may well ask you about this. Don't fall into the trap of trying to sell yourself on the fact that you know how to do "all sorts" of work. Interviewers will be looking for candidates who've specifically targeted the role in question and are therefore enthusiastic and committed to the position. Instead, tell the interviewers what value you can bring to the job and what you perceive the organisation actually needs and what the post requires. Match up these requirements with relevant aspects of your experience, instead of listing every job task you've ever done. Stay focused on your value.

9. Where do you see yourself in five years' time?

There are a number of potential answers to this question. Perhaps you see yourself leading the team or department you're being interviewed for right now, or moving to a different department within the organisation, or helping the company expand into brand new business areas. If you're feeling cheeky, you can even say to the interviewer, "I see myself in your role". However, there are also a few things you should definitely not say. These include, "I don't like to make plans", "I don't know", and "Oh, I'll probably have worked for several other different companies by then".

There is a balance between confidence and cocky. Show your inner steel but be realistic and pragmatic.

The Organisational Perspective

When applying for an interview it can be very interesting and useful to think about it from the organisation's point of view. There is a reason why they are recruiting and by knowing this and what's actually going on in the company at the moment, will put you into a stronger position to understand whether you will be a good fit for what they are looking for or not.

Here we will look at:

- *Why this role is available - The organisation has a vacancy but why has it*
- *The process of recruitment*
- *Process of selection (the difference)*
- *Behind the scenes*
- *They will want you to succeed*

Why this role is available

Jobs become available for a lot of different reasons. The simplest reason to understand is that someone who was in that job has left. Simple and easy we might think. But why did that person leave? Was it because they were excellent and couldn't see progression for themselves (might you also feel that way after a short period of time?), was it because the job was hugely stressful – due to the boss's demands and/or behaviour or because the expectation of the hours to be worked were unreasonable? Is the team that you might be working with good and healthy or dysfunctional? Maybe the previous incumbent was unhappy with the working relationships?

Any one or more of these issues might have been prevalent. It would be good to know wouldn't it? Ideally you want to find out by speaking to the previous job holder (sometimes that is possible – if the individual is still in the

organisation). If that is not possible, be aware of these issues and ask about them at interview. You may not get a straight answer, but your potential employer will be impressed by your questioning if you ask in a curious and positive way.

A job that is new and based on growth in the business is quite different from one previously held. What you need to research and explore through the recruitment process is also different. Why is the organisation hiring in this department? What is it saying about short term and longer term prospects for you if you are successful? How do you impress at interview by taking a view that is both very current (for this job) and also for future roles?

Those you met at interview will be selling to you. They want you to be as enthusiastic about their organisation as they are. By asking questions, you feed them the opportunity to tell you. Listen carefully and you will learn a lot and be in a better position to respond appropriately.

The process of recruitment

The process of recruitment starts from the moment that the organisation decides that it has a vacancy to fill. Most employers will seek an internal solution first. Do they have anyone inside that is available and capable? Only when they have explored these avenues will they kick off their recruitment process.

What process they use will also tell you something about them. Do they use their own HR department – if they are big enough to have one and maybe even have their own specialist recruiters? Do they use the local press or the nationals? What does this say about their size and the market that they are hiring in? What does it say about the competition that you might face?

It will be interesting for you to know who you will be meeting. HR is often taking the lead in recruitment as it is part of its functional role within the organisation. HR can then assure that process of recruitment is consistent (i.e. having the relationships and contractual agreements with recruitment agencies). HR is also monitoring the recruitment process ensuring that the processes are fair and within the law. You can expect to meet one of the HR team during the recruitment process.

If HR uses recruitment agents, it is possible that your first conversation and/or meeting will be with an agent. Never forget who they are working for. Their job is to find the best candidate for their employer. They may become warm and friendly to you if you are a good candidate but they always know where their loyalty lies.

If HR and the recruiters are at the front end of the process, at some point you will meet the line managers. You will know that you are close to the job and the decision when you reach them (see process of selection below).

The recruitment process is only at an end when an offer has been made and accepted and the vacancy closed. You might be surprised at how long this can take sometimes! Offers can be made after drawn out processes and then get rejected. This cycle can be repeated over and over. If some of the prevailing issues stated above are there, then successful candidates can start and also leave quite quickly.

Process of selection

Selection is a sub set of the recruitment process. Selection is the steps that the candidates are asked to go through that lead to the organisation making their decision. The most well-known and established selection process is the interview but even that has many forms.

You may be familiar with the telephone interview, which organisations use sometimes to reduce a long list of candidates down to a more manageable size. They tend to be quite structured and organisations and their recruiting agents will be using a tick box type procedure. It is just a screening process.

Interviews can be one on one – candidate to interviewer or any number of interviewers to a candidate. Panel interviews still take place but less often than in earlier times. Panel interviews are used in particular contexts; more so where there may be a lot of stakeholders (in the public sector for example). If you find yourself in a panel interview, the best advice is to concentrate on the person asking the question. Look at them and give them your full on attention. Be aware of who is chairing the session and your default contact should be to them.

Both of the above selection processes tend to be quite structured – pre –agreed questions to ensure that all candidates have a similar experience. The less number of interviewers the less likely that you will have an over structured interview. The reason this is that controlling an interview is toughest if you are a sole interviewer. Even an experienced interviewer working on their own will want to let a candidate have some freedom of expression during an interview. Remember the interview is a conversation with a purpose. Being interviewed by one interviewer may evoke a higher level of confidence that things are going to be easier for you. They may be but there is also a bigger chance that you will lose focus, waffle and be unimpressive.

Sometimes the selection process includes tests. Typically these are psychometric tests or personality profiles. You may also be required to show evidence of competence. For example you may be asked to provide

evidence of a driving licence and also be asked to drive a vehicle. For creative roles it is usual to bring along your portfolio to the selection process. These are quite role dependent.

Psychometric tests measure your ability in terms of numeracy, verbal reasoning and spatial awareness. You undertake these tests under timed conditions and the selectors look for where you might sit relative to the needs that they have in specific roles. Personality profiles are undertaken by the candidate doing a questionnaire (sometimes a few questionnaires). This can be taken online or on paper. This time there is no right or wrong answer; just an indication of your preferences. This tends to be a more subtle approach where the selectors are looking for fit – within a team or to a customer grouping perhaps.

Tests like those mentioned can play a key part in the selection process. Good employers will set out clear parameters for their selection criteria and meeting requisite standards and/or profiles may be mandatory. How do you prepare for these types of tests? Clearly if you are being judged on a skill or on a portfolio, it is down to how much work you wish to undertake before you interview. For psychometric tests, the best advice is to get a good night's sleep before you do them – the fresher you are the sharper you should be.

You may be required to attend an assessment centre. This is an approach that allows an organisation to dedicate a specific period of time (usually a half day, a full day and sometimes 2 days) to the selection of candidates. All the interviewers/assessors are there and the process can be achieved in a timely way. What happens in an assessment centre varies, but many of the components in this section will be included. Group work (role plays, group discussions, leadless discussions etc) will also be included.

Behind the Scenes

Who makes the decision about whether to hire you? It will be someone who has been in the selection process, almost certainly, and probably someone that you meet quite late on in the process. If you are able to find out some time during the process, that could be useful to you – particularly before maybe the key conversation of the process.

Organisations use external agents and their HR departments to manage their recruitment processes. It takes time and money and organisations want to undertake the processes in the most efficient and cost effective ways possible. Sometimes the organisation's day to day operations can get in the way of this intended efficiency. Someone key is away on a business trip. It is quite natural, when we are expecting to hear news and we don't get any, to make up a reason to ourselves. What we don't know we make up! It happens a lot.

Also what happens increasingly is that agents and employers don't respond to candidates at all. It is discourteous and is increasing unfortunately. It is perfectly ok for you to press the organisation for information – particularly if you have given up your time to apply and to go to a selection event.

The best employers know that their recruitment processes are also marketing events. Those that understand this will work hard and professionally at their process and will invariably be the best employers to work for.

They will want you to succeed

Employers are really keen to find the best person for a vacancy. It might well be you. The chances are that the people that you meet will want you to succeed. If their feeling about you is sustained, you will be offered the job. If you are not what they want, you will sense it quite quickly and you will be switched off by them also.

Questions to Ask

1. What opportunities are there for career development?-This shows you're ambitious without you saying something like, "So when will I get my first pay rise?"
2. You mentioned that analysis/communication/social media is an important part of the role. Please could you expand on this a little? –This shows you were listening when the interviewers were telling you about the role and organisation.
3. What direction is the organisation moving in? What are its long-term aims? Which are the most recent initiatives?-This demonstrates that you have a genuine interest in the organisation as a whole, not just your specific role. You're not just going to turn up for eight hours a day, then take the money and go home.
4. Please can you tell me about how the team/department operates?-Here, you're acknowledging that you will be part of a team and showing that teamwork is important to you.
5. Would you be interested in hearing about my experience in giving PowerPoint presentations/my language skills/my organisational qualities?-This is a good way of communicating why you believe you'll be of value to the employer, if you feel you haven't been given enough of a chance during the interview.

What if the Interview Starts Going Wrong?

It's everyone's worst nightmare. The interview starts going wrong and you're acutely aware of it. Whether it's your mobile phone ringing, or hearing yourself give a rambling answer to a question, or a joke that's fallen flat on its face. Even if you've followed all the above steps and tips, things can and do still go wrong, but it's not the end of the world. Here are a few pointers for keeping calm and salvaging an interview gone wrong.

1. Don't panic-Even if you're convinced you've made a blindingly obvious mistake, the interviewers may not have noticed it. In this performance, things can get amplified. Maybe the interviewers didn't laugh at your joke because they didn't realize you were making one, not because they were deeply offended by it.
2. Don't start trying too hard-Ok, so you genuinely have messed up big time and you're sure that the interviewers *did* notice. Still try not to panic. If you do so, you'll tighten up and start trying too hard. This could just lead to more rambling answers, bad jokes, and your nervous laughter. Instead focus on doing what you intended when you stepped into the room-giving structured answers backed up with examples to demonstrate what value you can bring to the organisation.
3. Don't dwell on your mistake-If you keep thinking about the mistake throughout the remainder of the interview, you'll be distracted. You won't be listening properly to the questions being asked, which is a big no-no in an interview.
4. Ask the interviewers for help-If the interview is going wrong because you're answering questions without fully understanding them, it doesn't have to be that way. Ask the interviewers to clarify or expand on any

questions you're unsure of. After all, they want you to answer the question, so they'll want to be sure that you understand it.

5. Keep your emotions in check-Even if you feel like bursting into tears during the interview, don't. Try and keep things in perspective-remember that one interview is not a matter of life or death. Yes, you need a job to live, but there are plenty of other jobs out there if you don't get this one. If you really are emotional, excuse yourself to the bathroom so you can take a few minutes. In an extreme situation, if you're so upset or unwell you're about to faint or be ill, don't try and finish the interview "against all odds". Ask the interviewers to get you some medical help.

After the Interview

The interview may be over, but the selection process is not - not until the employer has chosen a candidate to offer the job to. Keep the dialogues going with the organisation so the interviewers remember you and realize you're serious about getting-and excelling in- this role. Here's how to follow up so you stand the best chance of being that chosen candidate:

- *Immediately after the interview, shake hands again with the interviewers and thank them for inviting you in.*
- *If the interviewers told you they'll be following up on the references you gave them, contact your referees to make sure they're ready and willing to be contacted by the organisation.*
- *Send a thank you note to the interviewers. If you don't have their contact details, get them through the person who contacted you to invite you to interview.*
- *If you have any new thoughts about any of the questions or topics that came up in the interview, send them to the interviewers in an email.*
- *Watch your social media presence. If the interviewers liked you as a candidate, they may look at your social networking profiles to find out more about you or to check that you know how to conduct yourself online. Keep your profiles as professional as when you were initially applying for jobs and certainly don't post any negative comments about the interview.*
- *Be easy to contact. If the organisation is trying to contact you to offer you the job, or to put you through to the next interview/assessment stage, you'll want to know about it so you can respond as quickly as*

possible. Set up voicemail/answering machine services on your mobile and home phones and keep your mobile with you and turned on as much as you can. Check your email account regularly. Look through your post in case there's a letter from the company amongst all the junk mail.

What Next?

Now that you've read through our Interview eBook you may be thinking "ok great, but what next?" Well hopefully you will have a few things to work on from what you've read so far but there is always more you can do to put yourself in the best position for landing the job you want.

To find out more about the different aspects of a job search that need to come together in order for you to succeed and really get the best out of yourself and your job hunt, you may find our '[How to Get the Job You Want](#)' eBook a good next step for you. It'll take a look at the main aspects required to help you land your next role and the best order in which to approach it in. Without being clear about what you want, why you want it and why you're the best person for it – it is difficult to perform well in your interview and articulate why you're the person in the best position to get this job.

If you're going through a career change then there are additional elements to consider and you may find our '[100 Essential Career Change Tips](#)' useful. These are a set of useful but also structured tips that will walk you through the main stages that you will go through as you make a career change.

*How to Get
the Job
YOU Want*

*100
Essential
Career
Change Tips*



[Download the "How to Get the Job You Want" eBook for £6.99 / \\$11 now...](#)

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Recommended Interview Advice Books

1. [Answering Tough Interview Questions for Dummies](#)
2. [Ask the Headhunter: Reinventing the Interview to Win the Job](#)
3. [The Interview Book: Your Definitive Guide to the Perfect Interview Technique](#)
4. [Great Answers to Tough Interview Questions](#)
5. [You're Hired! Interview: Tips and techniques for a brilliant interview](#)



Position Ignition Interview Blogs:

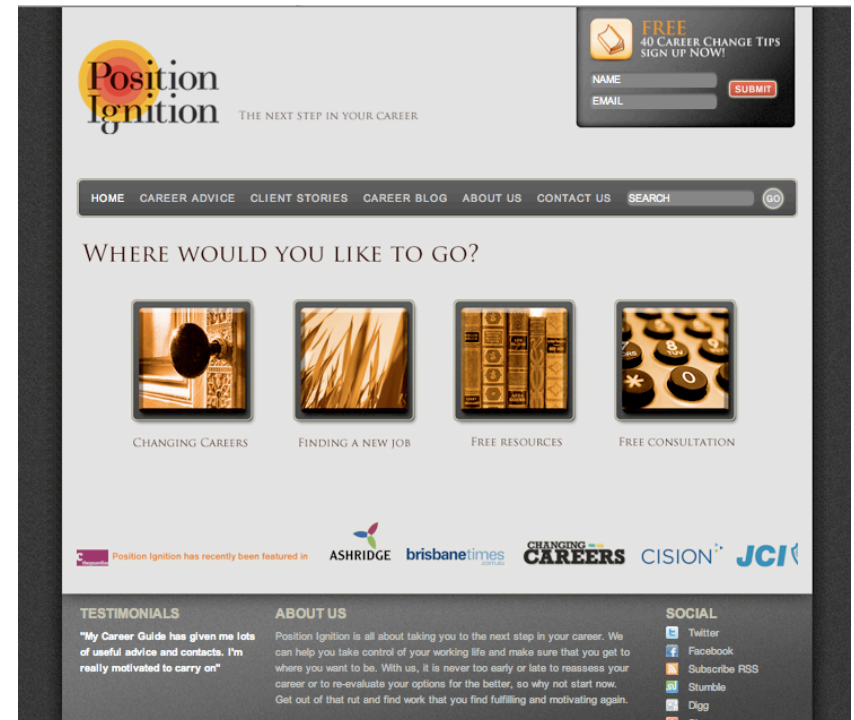
- [How do I turn interviews into job offers?](#)
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- [Up Your Game, Up Your Pay! \(85 Tips in Salary Negotiation\)](#)
- [How to Get the Job You Want](#)
- [Get Paid Right, From the Start \(Salary Negotiation in a New Job\)](#)
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Contact Us

Position Ignition Ltd is one of the UK's leading career consulting and career management companies. Founded towards the end of 2009 by Simon North and Nisa Chitakasem, they have brought together some of the best career guides in the industry, providing much needed high quality career support and guidance to professional working men and women. Position Ignition helps working professionals to identify where they would like to go next, what roles they will find fulfilling and how to go about getting it. Their focus is on helping people to make successful career changes, establish smart job search strategies, find focus and direction in their careers and take control of their own career development.

Position Ignition offers support through a variety of ways including one on one career support, programmes, workshops, career courses, seminars, webinars, ebooks and through their popular [Career Advice Blog](#). They regularly offer expert advice in the media, press and in places like the Guardian Careers Clinics. They offer a free initial phone consultation via their website if you'd like to find out more or explore how they can help you.

Find out more at: www.positionignition.com or Email: enquiries@positionignition.com

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