

Research the organisation

Start by looking at their website, paying close attention to the products and services that they offer. If you really want to impress, why not look at the websites of their main competitors and highlight positive differences in the interview? Or their latest press releases.

Rehearse your answers

Use specific examples to illustrate your suitability and note questions that you may want to ask - make sure you take your notes into the interview! Go over any of your weaknesses that may come out in the interview. No-one is perfect, and you'll come across much better if you are confident and well-practised. Be positive about why you want to leave your current job and highlight the confidence previous employers have placed in you.

Be on time

It may sound obvious, but often people don't leave enough time to get to their interview. You must allow for travel delays or getting lost. Make sure that you go on a "dry run" (if possible) prior to your interview. This will also help you to be more relaxed when you arrive.

First impressions

Never be tempted to dress down for an interview. You never get a second chance to make a first impression. An average interviewer will take a maximum of 4 minutes to make their decision, so it is essential that you make your first impression count. Always offer a good firm handshake, smile and keep eye contact will all help to build your rapport.

Frame of mind

Focus on being energetic, assertive, confident and positive. Make the position you're interviewing for your chief objective. Let them know why you are suitable. Use your body language to your advantage, look to your interviewer and use the mirroring technique.

Any questions?

At the end of the interview use this opportunity to sell yourself, we recommend that you prepare questions you might want to write these down and take them with you, which also show that you are organised and keen. Tell them that you really enjoyed meeting them and reiterate why you feel you are suitable. Thank them for their time and ask when you will hear if you have been successful.

Follow up

Once the interview is over, make sure you phone or email your consultant to let them know how it went.