

ENSURING SUCCESS WITH GBS

Most interview experiences can be broken down into 3 separate, but equally important, parts:

- Tour of Organisation
- Meet the Department
- Interview

Make sure before you attend any interview that you have done your research. Find out as much as possible about the organisation, look at their website and be aware about local relevant information. Arm yourself with knowledge and write it down. Take these notes with you in the day and don't be afraid to refer to them at any point. Also write any question down that you have before you attend, or that crop up during the interview day. Writing them down will prove invaluable later in the day!

TOUR OF ORGANISATION

This is a hugely underestimated process. It is often the first activity on the interview itinerary and the old adage of 'your never get a second chance to make a first impression' certainly applies here. Don't simply view this as an opportunity to have a look around the organisation.

If you are shown around by a member of staff – usually management then this is where the interview begins. This is not an isolated unrelated activity. They will be taking mental notes about you all the way around. Did you ask questions, make observations etc? It is important to be enthusiastic, smile and ask lots of questions. Engage them in conversation, when you can drop in some of your most relevant experience or make a point of showing them you have done your research on the organisation – e.g. "I noticed from your website that xxxxx was due at the start of next year. These comments will not go unnoticed!!

MEET THE DEPARTMENT

More of the same – once again, job seekers underestimate the importance of this time. These will be the people you could be working with day in day out and vice versa. They may well have an input into the final short-listing process and if you've sat there, said nothing, not asked questions etc then that's what they'll think you're like every day – would you want to work with someone like that? Once again smile, be enthusiastic about what you've seen so far – "Great facilities" or "Some excellent software in your office as we walked through on our tour". Kick start conversations with them; don't wait to be asked questions.

Make them want to work with you.... **But don't go over the top!!**

INTERVIEW - Relax... they want to like you!

The interview will often be the final part of the day. Short listing may take place before this, but if you have made it to the formal interview, then they like you! Depending on the organisation and the job, you may have more than 1 interview, but it is likely that you will be interviewed by at least 2 people, perhaps at the same time. Indeed, be prepared to face a panel of up to 4 people, if there are less, then you can relax a little more.

- Be positive with your body language, but not over confident or too laid back.
- Direct your answers to all the interviewers and make eye contact.
- Don't be afraid to ask them to clarify or repeat a question.
- Make sure you fully understand the question before you answer it.
- Don't waffle – keep your answers to the point and illustrate with examples wherever you can e.g. in my previous role I..... whilst studying I ... etc.
- When preparing for the interview, try to anticipate what type of questions they may ask you and formulate some bullet point answers – i.e. the major points you would cover. These will be easier to remember and easier to adapt than learnt long winded answers.
- Ask questions. At the end of the questioning you should be given the opportunity to ask questions. This is when your preparation pays off. Don't be afraid to refer to your notes, in order to leave the interview with all the answers you need. Without prompting, we are all prone to forgetting what we want to ask, particularly as we have a huge sigh of relief that the interview is actually over. Referring to your written questions, will make you seem organised, well prepared and allow you to leave the interview, fully informed.

BEING OFFERED AND ACCEPTING A POSITION

There is every possibility that you may be offered the job there and then. They may ask for some time to confer and contact you later, but a decision is usually made within 24 hours. The recruitment process is normally very swift, but it does depend on the type of position and organisation involved.

Once you have accepted a position, you have entered into a verbal contract. Make sure you are 100% sure before doing so and that all your questions have been answered.

QUESTIONS OR ADVICE

If at any time of the process you would like guidance or advice, please feel free to call GBS Recruitment and speak to either the relevant consultant involved with the position, or any of our other experienced consultants, should your primary consultant not be available.