



handle
recruitment

THE HANDLE GUIDE

preparing for
an interview

INTRODUCTION

to this guide

When you are in a position to interview for your dream role don't forget to take the time to prepare for this pivotal stage.

We have asked our consultants to share their top tips and if you have any questions it's better to ask before you turn on your camera or close your front door!

A black camera with a lens is positioned at the top left of the image. Below it, a map is spread out on a wooden surface. A pen is visible near the bottom center of the image. The background is a wooden floor.

RESEARCH

Always do your research on a company before going to interview. Do you REALLY understand what they do? When did the company launch? Are they global? Who are the owners/founders? Use Google, the company website and LinkedIn to gain insight. Read through news articles and gain a feel for the vibe of the company.

KNOW THE DETAIL

Always read the job specification in full and understand the daily duties. Ensure that you leave no questions marks around your experience.

Make sure you have researched who you are meeting, will you be reporting to them? What is their story?

A background image showing a person sitting at a desk in an office environment. The person is wearing a dark jacket and is looking towards the right. There is a laptop on the desk in the foreground, and a large potted plant is visible on the left side. The overall scene is brightly lit, suggesting an indoor office space.

KNOW YOUR CV

Always print out a copy of your CV. Be clear on the detail and remind yourself of any key dates and the reason for leaving previous roles.

INTERVIEW QUESTIONS

After reading the job specification, you will have an understanding of what the interviewer will be looking for. Rehearse examples of times you have performed well in similar situations and prepare examples that demonstrate your strengths.

BE INQUISITIVE

You can never be too prepared so ask your recruiter as many questions as you need beforehand.

VIDEO INTERVIEWS

preparation

Think about the questions you are likely to be asked and rehearse your 'best' response and get used to the camera. Will it be easy to focus on the interviewer to help you show interest and enthusiasm?

remove all distractions

Close down all apps and windows, put your phone on silent and ensure the background is uncluttered.

test all technology

Test your connection. Test your camera. Test your lighting. Test your sound. Make sure you understand how it all works. And test it all again before the interview commences.

what (not) to wear

Wear exactly what you would if it were an in person interview.

F2F INTERVIEWS

location, location, location

Check for any disruptions to public transport and factor in rush hours or peak times. Aim to arrive 15-20 minutes before your interview is due to start and announce your arrival 5-10 minutes before its start time.

always ask for water

As tempting as it is, a hot or gassy drink can cause more trouble than enjoyment, it is usually best to stick to the water.

what (not) to wear

You've probably heard of the phrase 'dress for the company' or 'dress for the job you want'. We just suggest that you ask your recruiter.



YOUR INTERVIEW CHECKLIST

- Research the company thoroughly
- Plan your journey (or test your technology)
- Read the job spec, prepare examples, and research who you will be meeting
- Print out a copy of your CV and make sure that you know it back to front
- Prepare relevant questions, three is the magic number!