

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!

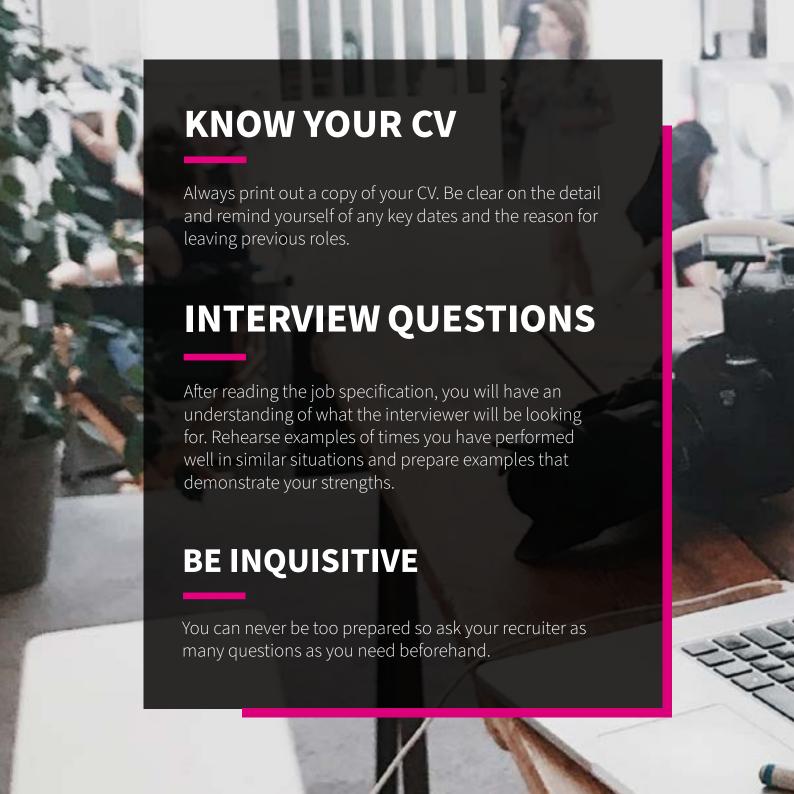


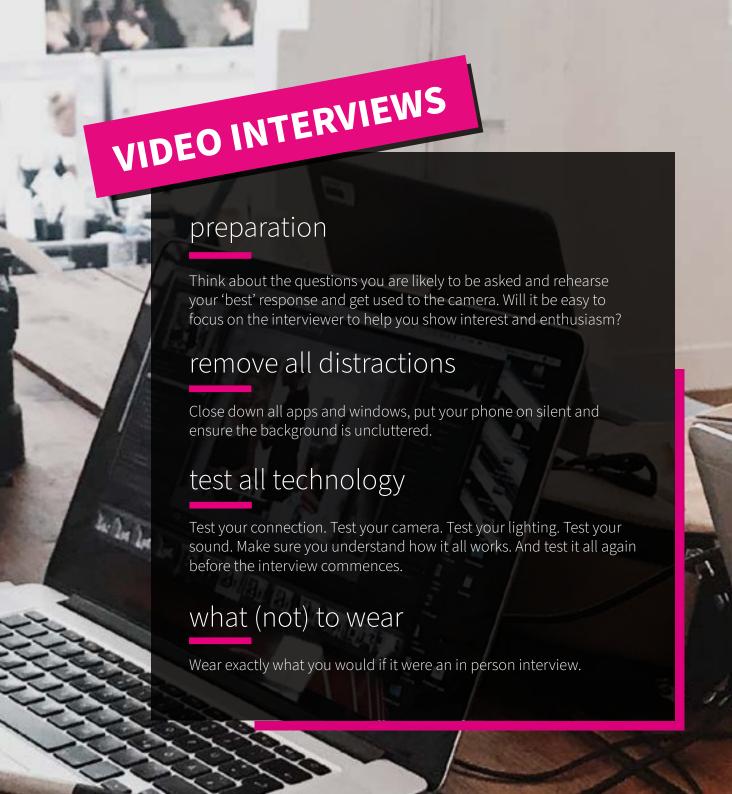
Always do your research on a company before going to interview. Do you REALLY understand what they do? When did the company launch? Are they global? Who are the owners/founders? Use Google, the company website and LinkedIn to gain insight. Read through news articles and gain a feel for the vibe of the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

KNOW THE DETAIL

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

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







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!