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MEDIA & ENTERTAINMENT RECRUITMENT

INTERVIEW TIPS

Before the interview

- Find out as much as you can about the company and the position. Ensure you fully understand and are happy with the job specification.
- Know the exact time and place for the interview, the interviewer's full name, the correct pronunciation and their title.
- Remind yourself about previous and present employment as well as your CV.
- Calculate the journey time so that you can arrive on time.
- Prepare what you are going to wear the day before. Dress smartly.



Preparing for the interview

Prepare your answers to questions that you may be asked.
Your answers should be positive, constructive, honest and relevant.

- Why did you choose this particular industry?
- What motivates you most in a job?
- Why would you like to work for our company?
- What do you know about our organisation?
- How do you foresee your career developing over the next five years?
- What are your main strengths and weaknesses?
- Have you had failures? What did you learn from them?
- What are your interests?
- Who are your role models and why?
- How do you feel you can help our company?
- What do you expect from this job that you did not get from your previous jobs?

Prepare questions that you would like to ask during the interview.

- What is important to the company and position?
- A detailed description of the position and the breakdown of the duties
- What's a typical day in the job?
- Is there an induction and training programme?
- Company growth plans?



Preparing for situational or competency-based interviews

A lot of interviewers will ask questions that take you through situations that you may encounter in the position or that you experienced in previous jobs.

Describe a situation when you...

Give an example of a time when you...

Prepare for these questions:

- Read the employer's website and job description, noting down the skills and competencies they require.
- Note down any examples you can think of when you have put these competencies into practice.
- Be prepared to talk constructively through the example, answering why, how and what you learnt from this and who it affected.
- Compose a paragraph or so for each situation, outlining what happened, how you approached it, and what the outcome was.

The **STAR** format should help you to structure these outlines

Situation: What was the situation in which you found yourself?

Task: What was the specific task which you had to achieve?

Action: What action did you take?

Result: What was the outcome of your action?



What competencies is the interviewer looking for?

This will vary according to the job but competencies of importance to many recruiters include:

- Communication skills
- Negotiation and commercial skills
- Decision making
- Persuasiveness
- Team work
- People management
- Problem solving
- Strategic planning
- Coping with difficult situations
- Change management

During the interview

- Mobile phones must be switched off.
- Smile and shake hands firmly with confidence.
- If you are nervous, remember that the interview is a two way process. While you are trying to impress the interviewer, the company should also be the type of organisation you would like to join.
- Show that you are enthusiastic and interested all the time.
- Eye contact is an essential part of the communication between you and the interviewer.
- Highlight relevant skills developed through your work experience during the interview.
- Be honest. Answer questions truthfully and keep to the point.
- It is not usually appropriate to discuss salary / bonus / benefits during an interview, unless this topic is specifically brought up by the interviewer.
- Be optimistic, speak positively.



At the end of the interview

Confirm your interest in the position (if that is the case) and ask what the next step will be.

Thank the interviewer for his / her time and consideration.

It is highly unlikely that you will know the result of the interview immediately. The interviewer will want to review your answers then will feed back to you or to your consultant if you are going through an agency.

As a general overview, remember the three main questions on the interviewer's mind are:

1. Can you do the job?
2. What can you offer this company?
3. Why are you interested in the job and the company?

Only you can convince the interviewer that you are the right person for the job!



Good luck!