

PART 2: ON THE DAY OF YOUR JOB INTERVIEW



MAKE THE BEST **FIRST IMPRESSION POSSIBLE**

It's essential that you are mindful of the fact that the second you step through the door – before even meeting your interviewer – you are already making your first impressions.

So, on the day of your interview, ensure you:

(Tick)

1 Refresh your mind of the job description, your CV, and any key notes you have made.

2 Be polite to everyone you meet – whilst receptionists and passing employees will not be deciding if you get this job or not, they could play a factor. Be your true, authentic self when meeting anyone during your interview process.

3 For a face-to-face meeting, wait professionally in the reception area before you're invited for your interview. Rather than scrolling through your phone, look around you. Are there posters that tell you more about the organisation? Or marketing materials like booklets that you could flick through? This will not only help to illustrate your interest in the company from the outset, but will also teach you more about the organisation.

4 For an online interview, make sure your technology is working before. Ensure your laptop has enough battery life, your camera and microphone are working, and that your wifi is stable. Check that you have the correct details needed to join the meeting.

5 Whether it's in-person or online, arrive on time - being 10 minutes early is best. But if you're running late because of factors outside of your control (like unexpected travel issues), then let your interviewer or recruiter know. Being on time is essential for a video interview too – while being early for this isn't necessary, be sure you are ready to go 10 minutes prior to the meeting.



AND FINALLY...

- SWITCH OFF YOUR PHONE
- DON'T CHEW GUM
- SMILE!

ENSURE YOU BUILD RAPPORT WITH **YOUR INTERVIEWER**

Build a meaningful connection with your interviewer by...

1. SMILING

Make a conscious effort to smile when you are first introduced, when you say goodbye and regularly throughout the interview. This might seem obvious now, but nerves could make you forget.

2. REMEMBERING YOUR INTERVIEWER'S NAME

Use it quite often during the interview and as you leave. This is a trick that politicians use when establishing rapport with journalists who interview them, and it's surprisingly effective.

3. BEING MINDFUL OF NON-VERBAL COMMUNICATION

Even the seemingly simplest things, like sitting up properly in your chair and maintaining good eye contact, can make a big difference to both your own mindset and how the interviewer perceives you.

4. NOT INTERRUPTING THE INTERVIEWER

Whilst it's important to make the interview feel more like a conversation than an interrogation, it's important you are patient and ensure the interviewer has finished speaking before responding. If you're interviewing remotely, be aware of any time lags due to technology.

5. STARTING YOUR ANSWERS WITH A POSITIVE AFFIRMATION OR AGREEMENT

Such as "great question". This is another great way to humanise the interaction between you and the interviewer.

6. ASKING FOLLOW UP QUESTIONS

Again, make this more of a conversation. If the interviewer gives information you're interested in when delivering a question, once you have answered their question, be sure to follow up and show your interest.

7. RELAXING, AND BEING THE REAL YOU

Don't be afraid to let your personality shine through to help your interviewer see who you really are. Answer questions honestly and clearly.

8. KEEPING IT POSITIVE

Maintain a positive attitude and avoid negative comments about previous employers or colleagues.

To find more advice on building rapport with your interviewer, read our [blog](#).



TOP TIP FOR A REMOTE INTERVIEW :

To appear as though you are providing eye contact during a video interview, remember to occasionally look into your camera while delivering your answers and when receiving a question. That way, you will look engaged when listening, and you will be more engaging when you are speaking.

WHAT TO DO IF YOUR MIND GOES BLANK DURING THE INTERVIEW

STAY CALM AND DON'T PANIC

This is crucial. It's important to know that the sense of dread and impending disaster washing over you isn't everything you fear it is. Staying calm will allow your mind to think more rationally and logically, rather than being in a panicked state of mind.

TAKE A DEEP BREATH

Not only will this give you a moment to collect yourself, a deep breath also sends a message to your brain to calm down and relax. In a job interview, your brain has reacted to a situation it perceives as threatening, and you taking a deep breath is calmly sending it a polite message, in response, that this time.

HAVE A SIP OF WATER

At the start of a face-to-face interview, ensure you accept an offer for a drink; similarly, if you are at home for a video interview, make sure you have a drink nearby. This is because when you're faced with a tough question or your mind goes blank, you can take a sip of water before answering. This will be a natural pause in conversation, buying you some more time to calm your mind and think of your answer.

For more advice on dealing with mind blanks, read this [blog](#).

ADMIT TO YOUR INTERVIEWER THAT YOUR MIND HAS GONE BLANK

This shows honesty and humility, whilst giving you the opportunity to move on. It could also help you to relax from the sudden fight or flight response and allow you to ask the interviewer to repeat the question.

REPEAT THE QUESTION BACK TO THE INTERVIEWER

This gives you a moment to collect your thoughts and listen to the question again in your own voice, and for the interviewer to confirm that you have heard the question correctly.

WHAT CAN YOU DO TO ENSURE THESE MIND BLANKS DON'T HAPPEN IN THE FIRST PLACE?

- Relax as much as possible, so that you can think logically
- Focus on listening to the question being asked, rather than your anxieties and worries in your head
- Don't worry about moments of silence, they are normal in any conversation. Take your time
- Use gestures to help you in the retrieval of key information

