

INTERVIEW PREPARATION

As an absolute minimum you need to:

- ❖ Read the Job Description carefully and take notes.
- ❖ Read the version of your CV that has been submitted carefully and highlight the experiences that match the Job Description.
- ❖ Establish the correct location and how to get there.
- ❖ Study company brochures/literature and/or website.
- ❖ Look at recent independent company news; for this we recommend www.ft.com or www.telegraph.co.uk.
- ❖ Identify exactly whom you are meeting, their position in the company and the recruitment process.
- ❖ Know something of the company's history, who are their competitors? Understand the company's products and services, revenues and profitability?
- ❖ Make sure you arrive at the location in plenty of time.