

Count on us for service and results

LONDON DIVISION email: london@accountancydivisions.co.uk

CROYDON OFFICE email: croydon@accountancydivisions.co.uk

CRAWLEY OFFICE email: crawley@accountancydivisions.co.uk

www.accountancydivisions.co.uk



Interview Tips

Here are some of our basic interview tips. Remember that you can always contact a consultant who will make sure that you are prepared before an interview. This way you are already one step ahead of the other candidates going for the same job.

Research/ Practice

You are certain to be asked specific questions about the company so make sure that you have done your homework about the company before you go in and remember that your consultant will assist you to prepare for this.

Yet it is your responsibility to make sure you continue the research. Make sure that you practice your answers before you go in – the clearer your knowledge is about the company, the clearer you will be when answering any questions.

<u>Appearance</u>

Appearances can matter. You are often judged before you have even spoken a word. Make sure you look the role. Ensure that your shoes are polished, your clothes fit correctly and your accessories are subtle. Dressing one level above the job that you are applying for demonstrates a desire to succeed.

Relax

Good preparation is essential. Speak clearly, smile and remember that your interviewers are just ordinary people and may be nervous too. Your consultant will advise you on what type of interview it will be, e.g. competency-based.

Never be afraid to ask questions

You should always have prepared questions for your interview so that you can demonstrate your interest in the position. We recommend that you prepare a minimum of five questions – think of questions that can give you more information about the job and the company. Asking questions shows the company that you are not afraid and want to know more about the role.

The Company

Accountancy Divisions Ltd is a major subsidiary of Recruitment Divisions Plc.