



## Homecare Services

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### Interview techniques

- \* First and foremost, be prepared. Make sure you know where you are going, what time your interview is due to start, who you are meeting, the nature of the business and the nature of the role. Knowledge of the client's business history and product/service offering is always an impressive start.
- \* Plan the best route and allow for error and traffic depending on the time of day.
- \* If taking public transport, ensure that you have enough time to the interview and that you have allowed for any slight delays.
- \* Do not arrive at the exact time that your interview is due to start. By the time your interviewer has been informed of your arrival, you could technically be late for your appointment, equally do not arrive too early – 5 to 10 minutes prior to your interview is a good time.
- \* Dress for the occasion. Interviewers like to see a smart attire / suit. Even if you know that the client site has a relaxed dress code, you should always attend 'suited and booted' unless you have been informed otherwise.
- \* On meeting your interviewer, a firm handshake with plenty of eye contact will always be well received.
- \* It is important to maintain eye contact throughout the interview. If there is a panel of interviewers, be sure to address them all and not just respond directly to the person that has asked the question.
- \* Avoid the temptation of fiddling or fidgeting which can be a distinct show of nerves when in a high-pressure situation. People who fidget in interviews are often perceived to be telling lies.
- \* Answer the question directly. An all too frequent interview blunder is to go off at a tangent in waffle mode allowing your audience to get quickly frustrated or incredibly bored. Keep your answers relevant.
- \* Substantiate your answers by making references to specific examples and situations that you have personally experienced.
- \* Rehearse the answers to typical questions that may arise in an interview situation such as:  
  
Why do you think you are suitable for this role?  
What could you offer our company?  
What is your greatest achievement?  
What are your strengths/weaknesses?  
Where do you see yourself in 5 years time?  
How would your friends describe you?  
What three words best describe you?
- \* Prepare a list of questions that you may want to ask the panel at the end of the interview. If the questions have all been answered during the course of the interview, simply show the panel that you have come prepared but that all topics have been adequately covered.
- \* The subject of money should always come up last and should be initiated by the interviewer.
- \* Think positively at all times. Even if you feel the interview is going disastrously wrong, persevere. Your perception of your performance and the interviewers perception of you can often be entirely different yet still favourable to you. Don't give up. Give every interview your best shot. Good luck!