

THE ULTIMATE INTERVIEW GUIDE 2023

FEATURING

WHAT QUESTIONS
COULD BE ASKED?

WHAT SHOULD I RESEARCH
BEFORE THE INTERVIEW?

COMMON INTERVIEW
QUESTIONS

WHAT IS A HIRING
MANAGER LOOKING FOR?

WHAT SHOULD I WEAR?



Brought to you by **SCG.**



2

ABOUT SPENCER CLARKE GROUP.

Formed in 2017, we're a multi-sector recruitment agency, specialising in a range of key disciplines within both the public and private sectors, offering permanent, temporary, contract and fixed term opportunities.

Recruitment to us isn't just about matching candidates and clients; we are passionate about what we do and love watching our candidates grow from strength to strength and flourish in a career which they love.

Our team of specialist consultants have extensive market knowledge and along with our committed, energetic and collaborative approach, this has enabled us to become one of the most trusted and respected agencies within the UK.

Specialisms

- Accountancy & Finance
- Education & SEND
- Construction, Trades & Labour
- Health, Social Care & Nursing
- Corporate Functions
- IT & Digital
- Property & Asset Management
- Planning, Development & Regeneration
- Highways, Infrastructure & Engineering
- HR & Workforce Development
- Housing

Sectors

- Public Sector
- Private Sector

Discover all the latest career opportunities at spencerclarkegroup.co.uk/jobs

FOREWORD.



Mike Shorrock
Managing Director

Welcome to the 2023 edition of our Ultimate Interview Guide!

If you've been invited to an interview, I'd like to offer my congratulations! Many applicants won't even reach the interview stage so you should be proud of yourself.

In the early days of my career - before starting Spencer Clarke Group - I went to many different interviews so I understand that there is a lot to remember and it can be a bit overwhelming at times!

As a recruitment agency, we obviously speak to hiring managers day in and day out so we know exactly what they are looking for and what it takes for an applicant to be successful.

As part of the Spencer Clarke Group vision to positively impact lives, we've compiled all our expert knowledge on how to succeed in the interview process into one handy magazine.

3

It might seem like a lot of information but we've broken it down into digestible sections so you can flick to the parts which you are struggling with most.

Empowering people and seeing people achieve both personally and professionally is something which gives me great satisfaction and I hope this interview guide will play a small part in the journey to your dream job.

All that's left for me to say is good luck and enjoy the read!

CONTENTS.

05	INTRODUCTION	22	WHAT IS A HIRING MANAGER LOOKING FOR?
06	WHAT INTERVIEW STYLE WILL BE USED?	24	HOW TO RESPOND TO AN INTERVIEW INVITATION
08	DIFFERENT TYPES OF INTERVIEWS	26	HOW CAN I TELL IF AN INTERVIEW IS GOING WELL?
10	WHAT QUESTIONS COULD BE ASKED?	28	WHAT SHOULD I TAKE TO AN INTERVIEW?
12	WHAT IS THE STAR TECHNIQUE?	31	5 TIPS TO MASTER THE VIRTUAL INTERVIEW
14	WHAT SHOULD I RESEARCH BEFORE THE INTERVIEW?	32	HOW SHOULD I FOLLOW UP POST INTERVIEW?
15	SHOULD I ASK QUESTIONS DURING THE INTERVIEW?	33	HOW TO MAKE A GREAT FIRST IMPRESSION
16	WHAT SHOULD I WEAR?	34	DO'S and DON'TS
18	IMPORTANT THINGS TO REMEMBER	37	CONCLUSION
20	BOUNCING BACK FROM AN UNSUCCESSFUL INTERVIEW		



INTRODUCTION.

Being invited to an interview can stir up a range of emotions from the excitement of moving along the application process to the nerves of having to face a hiring manager.

If you have been invited to an interview for a role which you are particularly passionate about, you might feel even more apprehensive about the interview process. However, this can be a good thing and channelling your nerves into positive energy can really help you to perform well in an interview.

As important as it is for you to make a good impression on your CV, the interview stage is a key part of the recruitment process because it will give a hiring manager a real insight into who you are and what you have to offer their company.

Here at Spencer Clarke Group, we know that interviews can be daunting which is why in this guide we will cover everything you need to prepare for the process, from accepting an invite to following up post interview.

DID YOU KNOW?

In the UK and Ireland, an average of 6 candidates will be interviewed by an employer for each job role they advertise.

WHAT INTERVIEW STYLE WILL BE USED?

The style of interview a hiring manager conducts will depend on what they are interested in assessing during the process. Generally speaking, a hiring manager should advise you what format the interview will take during the invitation process.

Interviews may be carried out by one or multiple team members and can follow a few different formats. Behavioural and competency based interviews are two techniques most commonly used to assess a candidate's ability to carry out the role in question.

Whether you are answering a behavioural or competency based question, using real life stories to back up your answer is always the best approach. It is all very well stating that you can deal with a difficult situation or that you have the ability to lead a team but supporting this with evidence will add credibility and help you persuade the hiring manager that you have the skills which they are looking for.

Typical Behavioural Interview Questions

Tell me about a time you felt under pressure at work and how you dealt with this.

Can you give an example of how you'd appease a customer who's disappointed with the service provided?

What is your approach to managing disagreements within the workplace?

Have you ever had to change tactics when delegating tasks?

How do you interact with co-workers who have a difference in opinion on how to approach a task?

Typical Competency Interview Questions

Describe a situation in which you led a team.

Tell me about a big decision you've made recently and how you came to make it.

What is your career biggest achievement?

Describe a time when you showed integrity and professionalism in the workplace.

How do you cope with change?



DID YOU KNOW?

Face to face interviews usually last 45–90 minutes.

DIFFERENT TYPES OF INTERVIEWS.



Traditional Interview

The most common interview technique, a traditional interview involves the interviewer(s) asking the candidate a series of questions to assess their skills, experience and how well they will fit in at their company.



Phone Interview

A phone interview is used to screen a candidate before they are invited to meet a hiring manager face-to-face. Phone interviews often last no longer than 30 minutes.



Puzzle Interview

A puzzle interview requires a candidate to solve an unusual problem such as 'How would you weigh a lorry without using a scale?'. A candidate will have to explain how they came to their solution.



Group Interview

A group interview involves several candidates being interviewed at the same time. Typically, candidates will be questioned both in their group and individually and might be required to work as a team to solve a problem.



Video Interview

A video interview follows the same format as a traditional interview but will be held over a platform such as Zoom or Skype. Video interviews have become a popular method as a result of the Covid-19 pandemic.



Case Interview

A case interview is designed to test a candidate's problem-solving and soft skills by presenting them with a business problem to work out.



Lunch Interview

Perhaps the most informal interview technique, the lunch interview involves a candidate and an employer discussing a job opening over a meal. Restaurants and cafes are popular locations as lunch interviews are typically held in public.



Working Interview

The working interview is designed to test a candidate's basic skills. Instead of relying on a question and answer technique, a hiring manager will witness how well the candidate performs when they are assigned a task to complete.

WHAT QUESTIONS COULD BE ASKED?

In a perfect world, you would know what questions a hiring manager will ask you during the interview so you could perfect your answers beforehand.

While you will likely never know this, there are some very common interview questions which do tend to crop up time and again.

While we wouldn't recommend answering like a robot, it would be worth having a rough idea of how you would answer these questions and what information you would like to get across during the interview.

Tell me about yourself.

Talk me through your CV.

What do you know about our company?

Why did you apply for this role?

Where do you see yourself in 5 years time?

How would your teammates describe you?

Do you like to take risks?

What do you love about this field of work?

What are your interests outside of work?

What are you looking to get out of a new role?

Why do you want to leave your current position?

Have you applied for any roles at any other companies?

How did you hear about this position?

What motivates you?

What are your strengths?

What are your weaknesses?

Why should we hire you?

What is your current salary?

What are your salary expectations?

How would you handle a busy workload?

WHAT IS THE STAR TECHNIQUE?

If you struggle to give concise answers during an interview, the STAR technique is a great method for structuring comprehensive answers with all the information you need to convey to the interviewers. Some interviewers will even ask you to answer questions in this format.

The STAR method is particularly helpful when answering competency based questions such as “Describe a time when...” or “Give us an example of a situation when...”

It is a good idea to prepare some answers ahead of your interview using the STAR technique. Whilst you can't predict exactly what you will be asked, by thinking ahead you will at least have some answers ready to go.

Example - Describe a time when you have been set a big challenge.

	S Situation	T Task	A Action	R Result
Explanation	Set the scene to give context.	Describe the task which needed completing to overcome the challenge.	Explain what you did to overcome the challenge.	Share the outcome and the impact it made.
Example	“We are an ecommerce business which specialises in selling baby clothes.”	“Our team was asked to increase the number of sales from the website by 50%. “	“By implementing new email automation software, we were able to reach our customers in a more targeted way to increase sales.”	“Within 3 months of implementing the software, sales had increased by 175% which enabled us to invest into the future growth of the business. “



Questions which can be answered using the STAR technique

- Tell me about a time you made a mistake at work.
- Tell me about a big decision you have recently made.
- Give me an example of a situation where you have had to deal with conflict.
- Describe a situation when you had to lead a team.
- Tell me about a time when your communication skills solved a problem.
- Give me an example of when you overcame the odds to achieve success.
- Describe to me how you maintain positive relationships with colleagues.
- Tell me how you would handle having to fire a colleague.
- Give me an example of a situation when you rewarded a team member.
- Describe your biggest achievement to date.



WHAT SHOULD I RESEARCH BEFORE THE INTERVIEW?

An invitation to an interview is a good sign and it shows that the hiring manager was impressed with your CV. It also means that they see potential in you and that they're interested in finding out more about you, your skills and experience.

When it comes to being successful in an interview, preparation is key. A good place to start is by researching the company you're applying to. Make it your mission to find out as much as possible including the company's history, why it was established and key people who work there.

The type of information you are looking for should be readily available on the company's website, LinkedIn, Glassdoor and news sites. Make notes of key information which might be necessary to talk about or use in your answers during your interview.

By taking the time and effort to prepare, a hiring manager will see that you are passionate about working for them. Commitment and passion are desirable traits and highly sought after by hiring managers.

You should turn up to the interview knowing

- When the business was established.
- Company culture, mission and values.
- Company history.
- The type of people who currently work there.
- Key people who work there including CEOs and managers.
- The person interviewing you.
- Their competitors and where they stand in the market.
- What makes the company unique.
- Clients they work with.
- Products and services.
- Latest news.
- Future plans and ambitions.

SHOULD I ASK QUESTIONS DURING THE INTERVIEW?

As important as it is for an interviewer to ask you questions, it is also vital that you have the opportunity to ask questions during the interview. You will usually be allotted time at the end of the interview to ask any questions which aren't covered during the interview.

Asking insightful questions demonstrates that you've done your research and you're interested in the role. By asking the right questions, you can also show that you'd be a great fit within the company.

For example, if the company gets involved with fundraising for charity, you could ask what they have planned next and highlight previous fundraising campaigns which you have been involved in.

Avoid asking questions which have already been covered during the interview, you don't want it to look as though you haven't been listening!

You should also aim to ask 2-3 insightful questions at the end of the interview. It would be wise to have 5-6 questions prepared just in case some of the questions are answered during the interview.

Compelling questions you could ask your interviewer

What's the best part about working here?

Is there room for progression and promotion?

What are the company's goals for the next 5 years?

Is the role I'm applying for a new position?

What are the most exciting plans for the company's future?

What do you enjoy most about your role?

What can I do to impress you in the first few months?

Can you show me an example of something I would be working on?

Where have successful employees in this role moved on to?

Are there any particular challenges that come with the role?

What can I do to impress you in the first few months?

What is the team like that I would be a part of?

What are the immediate responsibilities or issues to address?

What type of technology or processes do you use?

What is the work culture like?



WHAT SHOULD I WEAR?

You've heard the saying 'You don't get a second chance to make a first impression' and it's thought that you have roughly 7 seconds before an interviewer will form an impression on you. How you dress for an interview will be one of the first things that an interviewer will 'judge' you on so it's important to get it right.

In today's day in age, knowing what to wear to an interview can be particularly challenging as many companies have relaxed their dress code policies from what was traditional work attire a few decades ago.

Choosing the perfect interview attire is about striking a balance; you wouldn't want to look out of place but you also wouldn't want to run the risk of the interviewer thinking you didn't make an effort.

Taking a look on the company's website or social media accounts should be able to give you an idea of the work attire worn by the people who already work there.

If in doubt, dressing smartly will show the interviewer that you are keen to impress them and it will speak volumes about your overall work ethic and professionalism.

It would be wise to plan, wash and iron your outfit in advance to save you rushing around on the morning of the interview.

DID YOU KNOW?

65% of hiring managers believe how an interviewee is dressed can be the deciding factor between two candidates.



Do's

- Smart shirt, blouse or sweater.
- Tailored trousers or Chinos.
- Smart dress.
- Pencil skirt.
- Tie.
- Washed and ironed clothes.
- Well groomed hair, nails, beard or moustache.
- A coordinated and well fitted outfit.
- Wear something comfortable.

Don'ts

- Short skirts or shorts.
- Denim.
- Scruffy trainers or flip flops.
- Gym wear.
- Novelty ties.
- Excessive makeup or jewellery.
- Extremely high heels.
- Revealing clothes.
- Sunglasses on your head.
- Have your undergarments on show.
- Heavy perfume or cologne.
- Smell of smoke.

IMPORTANT THINGS TO REMEMBER.

To help you perform at your best during the interview, there are a few key things which you should take note of.



Get an early night

Have an early night prior to your interview day; plenty of sleep will help you feel energised and ready for the day ahead.

Set an alarm so you don't set the day off on the wrong foot; oversleeping will leave you panicked and feeling stressed.



Fuel your body

If you are feeling nervous, you may have a temporary loss of appetite.

However, it is highly recommended that you don't skip meals before your interview - no interviewer wants to listen to your stomach rumble for an hour!

A good, healthy meal will fill you with the nutrients you need to be on your A game.





Plan the route

Planning ahead as much as possible before your interview is important. If you are driving to the location but you're not familiar with the route, it may be worth practising the journey ahead of the interview day.

By practising the route, you can work out how long it will take you including unforeseen factors such as road works or rush hour traffic.

If you're using public transport, check the timetables and any scheduled strikes in advance.



Arrive early - but not too early!

Typically, it is advised to arrive at your interview 15 minutes before the start time. Arriving too early could cause an interviewer to feel rushed but arriving late could indicate to the interviewer that you have poor time management.

Even if you impress them during the interview, they may decide against employing you based on your tardiness.

If you are going to be late due to circumstances out of your control, ring ahead to inform them of the situation.

Most interviewers will forgive a candidate if they offer a reasonable explanation - you are only human after all!



BOUNCING BACK FROM AN UNSUCCESSFUL INTERVIEW.



If you're unsuccessful after an interview, it is completely normal to feel deflated, particularly if you have put a lot of effort into it.

However, try not to let any knock backs get you down. Just because you weren't the best fit for one company, doesn't mean you won't be exactly what another employer is looking for!

Here are 4 of our favourite ways to bounce back from an unsuccessful interview:

Learn from the experience.

Most interviewers will give constructive feedback after an interview, use this to develop your interview skills for your next interview. If an interviewer doesn't give you feedback, there is no harm in politely asking for it.

Remember you aren't alone.

Even though it might not feel like it, nearly all professionals will receive an interview rejection at some point in their life. Remember that job advertisements can attract a lot of applicants and not everyone will be successful - you did well to reach the interview stage!

Keep some perspective on the situation.

Even though it might not feel like it, nearly all professionals will receive an interview rejection at some point in their life. Remember that job advertisements can attract a lot of applicants and not everyone will be successful - you did well to reach the interview stage!

Don't burn any bridges.

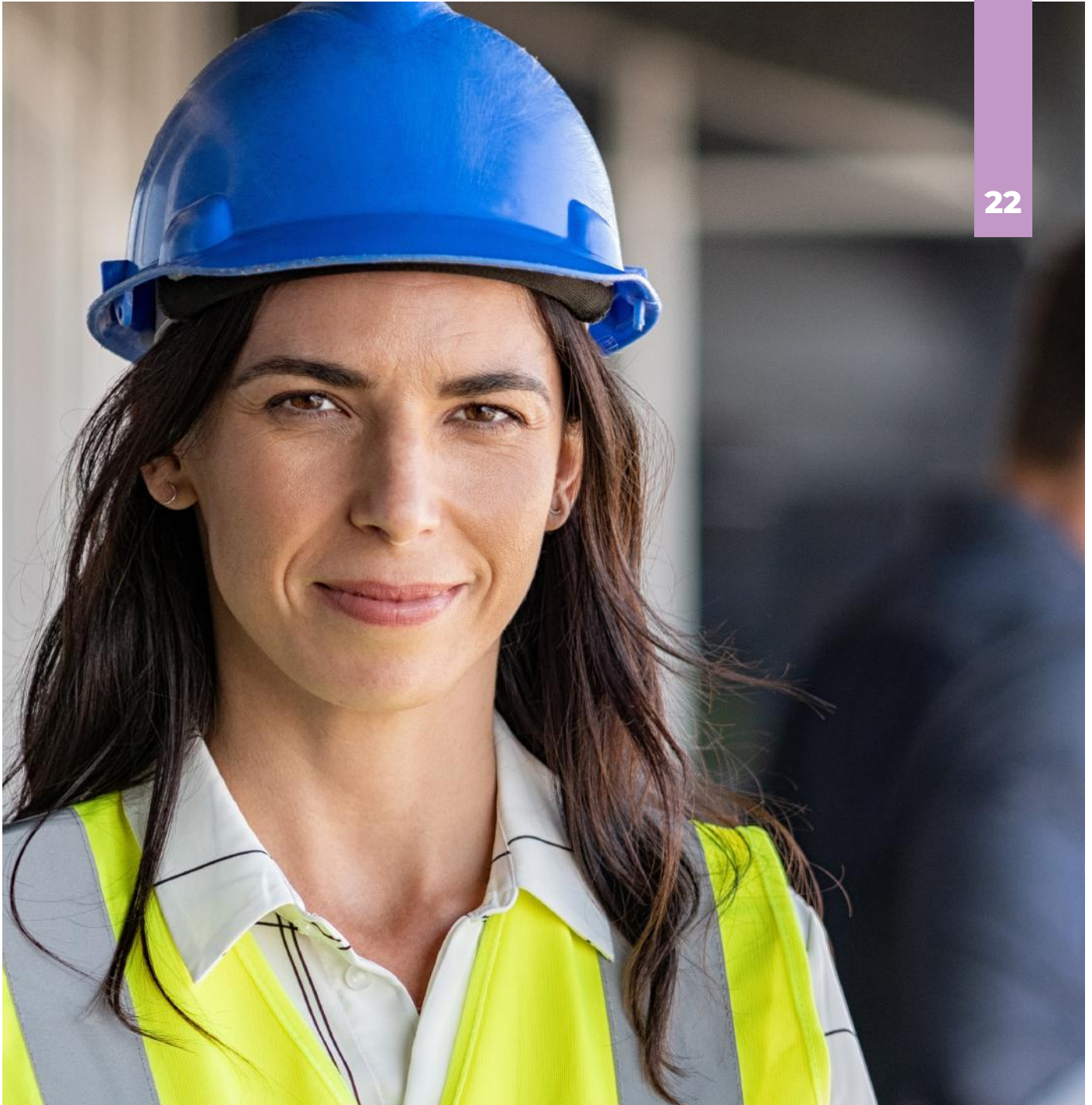
If you aren't successful in an interview, the disappointment could mean you ignore the email informing you of this. However, it is always best practice to reply thanking the hiring manager for their time.

Always consider that another opportunity could arise at the company at any point. Because they have already interviewed you, you might be front of mind for other positions. By leaving communications on good terms, you won't jeopardise any future chances.

DID YOU KNOW?

The average applicant applies to 27 companies before landing an interview.





WHAT ARE HIRING MANAGERS LOOKING FOR?

There are many desirable qualities which an employer will look out for during an interview but first and foremost, they will be assessing whether you can do the job well. To ascertain this, they will ask probing questions into your skills and employment history.

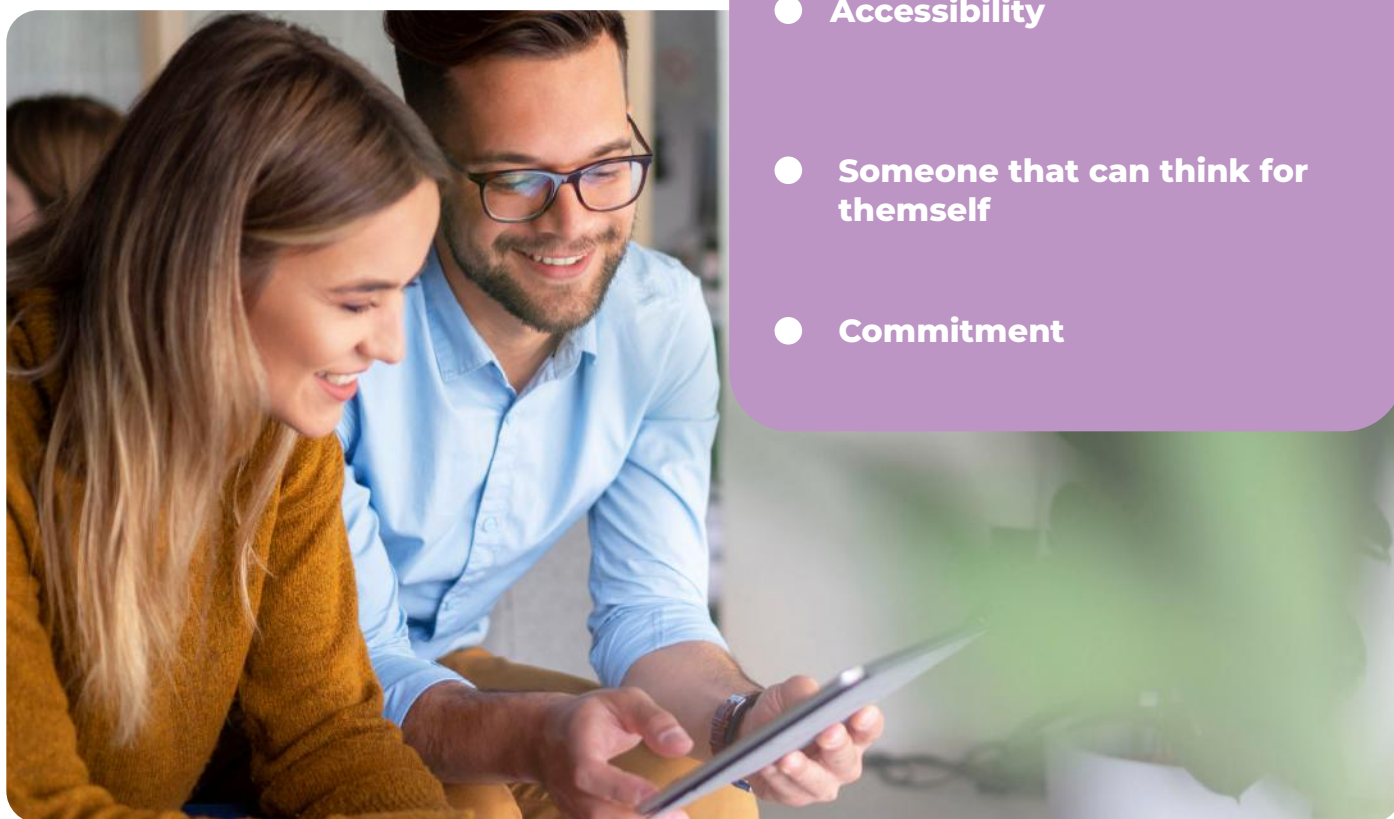


Without appearing over-confident, you need to display that you have the skills and experience required to carry out the role. Take another good look at the job description before the interview and make sure you talk about these skills and experience in your answers.

Talking about irrelevant skills which you might be good at will just waste time during the interview - time which could be used to prove you are a suitable candidate.

As well as your abilities, a hiring manager will also be looking for cues that you will fit well into their existing team. You could be the best applicant for the job on paper but if you couldn't work as part of an existing team, this could store up trouble for the future, trouble which a hiring manager would likely want to avoid.

Good communication skills will also be high up on a hiring managers list. Whether the role is client-facing or not, the ability to communicate well with colleagues is essential for employers, especially if working remotely where this is crucial but could be more difficult.



A hiring manager could also be looking for

- **Passion and knowledge of the company**
- **Enthusiasm and knowledge of the job role**
- **That you understand the job role**
- **Willingness to learn**
- **Honesty and accountability**
- **Approachability**
- **Accessibility**
- **Someone that can think for themselves**
- **Commitment**

HOW TO RESPOND TO AN INTERVIEW INVITATION.

If you have been invited to an interview, the best reply you can give is a clear and concise one. Start by confirming or declining the invitation in a polite manner.

You should also thank the hiring manager for progressing your application; however you don't need to waste time by oversharing how grateful you are.

If you do not wish to attend the interview, it is good practice to politely decline the offer. Don't simply ignore the email. If you would like to, you could also include a reason as to why you don't wish to attend.

If you would like to rearrange the interview, simply ask the hiring manager if there is another time which is convenient. A hiring manager will understand if you have other commitments which can't be rescheduled.

While applying for jobs, remember to check your emails - including your junk folder - frequently so you don't miss any interview invitations.

An example of accepting an interview invite.

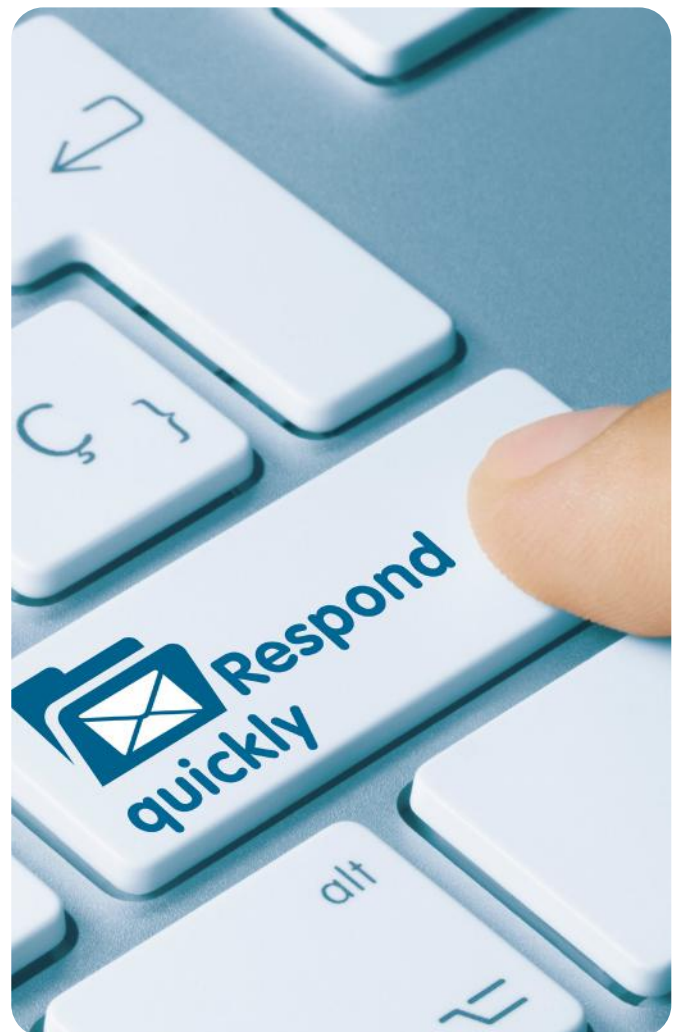
Hello (name of hiring manager),

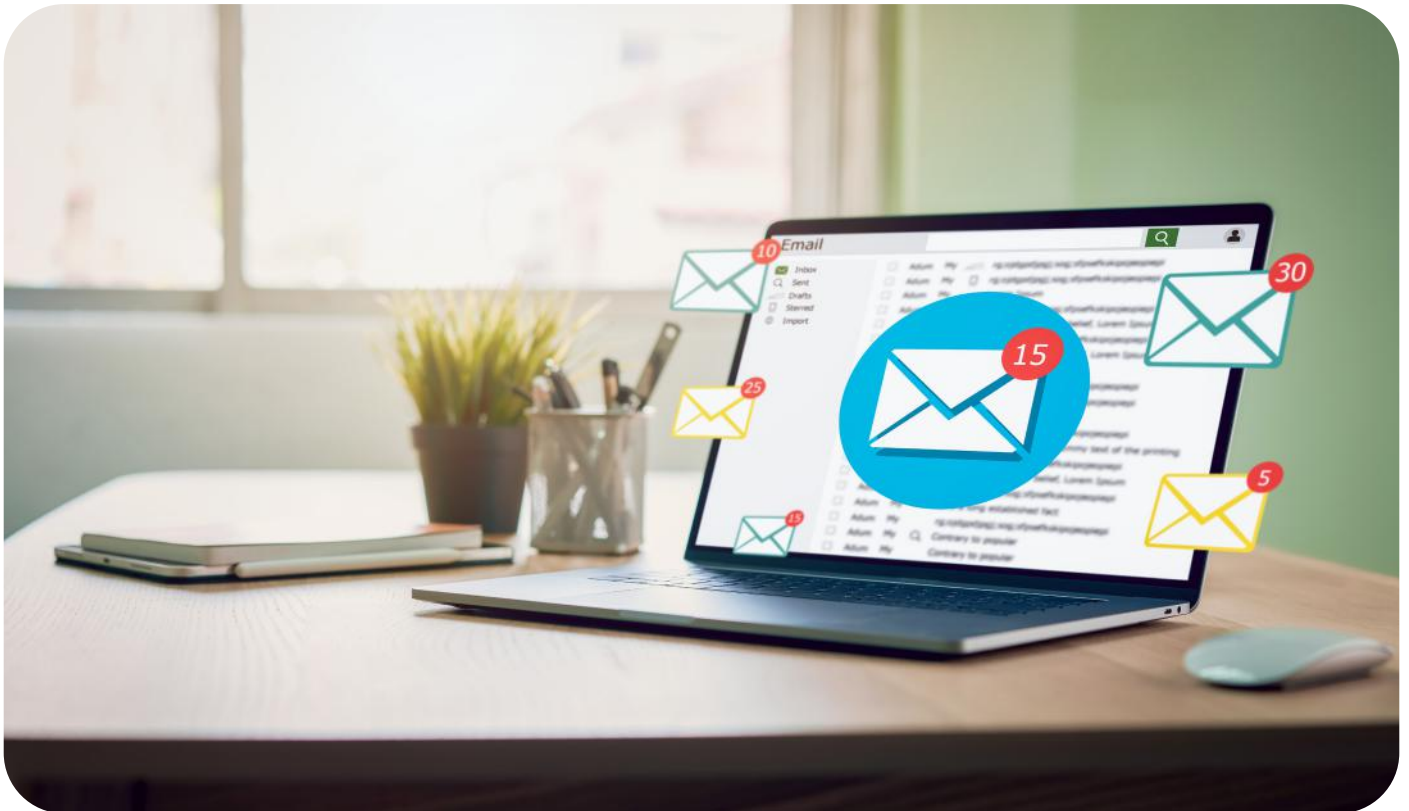
Thank you for the invitation to interview for the (name of position) role at (company name).

I would like to confirm that I will be attending the interview on (interview date) at (interview time).

I appreciate the opportunity to talk with you further and I look forward to showing you what I have to offer.

Kind regards,
(your name)





An example of declining an interview invite.

Hello (name of hiring manager),

Thank you for the invitation to interview for the (name of position) role at (company name).

Unfortunately, I would like to decline your invitation to interview on this occasion as I have accepted an offer with another company.

Thank you for the opportunity and I wish you all the best.

Kind regards,
(your name)

An example of rescheduling an interview invite.

Hello (name of hiring manager),

Thank you for the invitation to interview for the (name of position) role at (company name).

I am still very much interested in the position but unfortunately I have another engagement during the suggested time which can't be rescheduled.

Is there another time which is convenient for you?

Kind regards,
(your name)

HOW CAN I TELL IF AN INTERVIEW IS GOING WELL?



Have you ever interviewed for a position and walked away unsure on how the interview went? It can be tricky to analyse how the interview went, particularly if the hiring manager had a poker face.

However, there are a few key indicators that the job interview went well and here are the top 7.

The interview lasts longer than its scheduled time.

A hiring manager's time is precious so if your interview has lasted longer than scheduled, this means the interviewer is clearly interested in getting to know you and what you have to say.

The hiring manager speaks as though the role is already yours

If the hiring manager is saying things such as 'You will be..' or 'Your responsibilities will include..', it could be a sign that they're already imagining you as part of their team!

They show you around the office and introduce you to colleagues

A hiring manager who dedicates time to show you around the office is clearly keen on their interviewee getting a better feel for the company. If you are introduced to senior stakeholders, this is a very good sign because the hiring manager wouldn't waste time introducing you if they didn't have a good feeling about you.

They ask if you're interviewing elsewhere

By asking if you have other interviews lined up, they're obviously keen to learn if you are likely to receive any other offers of employment. If you are, they might want to get their offer in first or increase their salary offer to make sure you choose them over the competition.

The hiring manager seems engaged and asks follow up questions

Asking follow up questions means that they are taking a real interest in what you have to offer their company. An engaged hiring manager is always a good sign. A good way of spotting if the hiring manager is engaged is their body language - did they lean in to speak with you? Did they keep eye contact? Did they smile when you were speaking?

The interviewer is selling the role and their company to you

If you have multiple interviews lined up, you could be in a position where you receive multiple offers from different companies. If the hiring manager sees potential in you, they will be eager to highlight the benefits of joining their team.

The conversation flows

If you were to get the job, it is important that you would fit into their existing team so if you find that the conversation is flowing with the hiring manager, this is a good sign.

Signs the interview didn't go well

- X The interview ended early.
- X The hiring manager seemed uninterested or distracted.
- X The conversation didn't feel natural.
- X You failed to answer a critical question well.
- X You weren't shown around the office.
- X You weren't introduced to anyone.
- X You weren't advised on the next steps post interview.

WHAT SHOULD I TAKE TO AN INTERVIEW?

Before you head off to an interview there are a few things which you'll need to remember to take:



Printed copies of your CV

Most interviewers will have printed their own to refer to but there is no harm in you taking a copy too. Be sure to print a few copies off because you never know how many people you will be interviewed by.

Any other requested documents

Some interviewers may require you to take additional documentation such as references. Always be sure to read your interview invite beforehand to ensure you take any relevant documents with you.

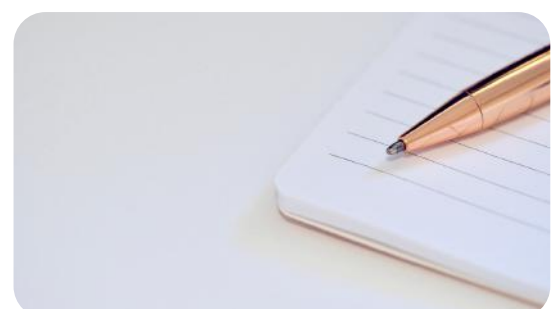


A portfolio of past work

Depending on the job role you're applying for, a hiring manager may want to see a portfolio of previous work. Sometimes this will be required at the CV stage but there is no harm in taking a physical version to the interview too. A portfolio of work will give the hiring manager a very visual idea of your skills and experience.

A notebook and pen

In most interviews, you won't be required to make any notes but you may wish to jot down key information which is discussed during the interview. Making notes shows that you are actively listening to what they're saying and engaged in the conversation.





A bottle of water

Most interviewers will offer you a drink but it is a good idea to take your own bottle of water in case they don't.

Questions

It is essential that you ask 2-3 insightful questions at the end of the interview to show that you are genuinely interested in the role.



Your A Game

Reaching the interview stage is a big deal; you wouldn't want to mess up your chances by not putting your best foot forward. Have a plan - and a back up plan - to ensure the whole interview process runs smoothly.

What not to bring to an interview

- X** Chewing gum.
- X** A mobile phone which isn't on silent.
- X** Food.
- X** A negative attitude.
- X** Shopping bags.

REFERRAL SCHEME.

Do you have a friend or work colleague who is searching for a new career opportunity?

Why not refer them to us and earn yourself up to £350* in vouchers in the process?

We understand that the professionals within our niche industries will have an extensive network of high performing friends and work colleagues who could thrive within a new role from Spencer Clarke Group.

That's why we have created a referral scheme so that your professional can discover a new career opportunity and you will be **rewarded** as a thank you.

All You Need To Do Is:



Get them to email their CV to refer@spencerclarkegroup.co.uk mentioning that you referred them.



Get them to register on the Spencer Clarke Group website mentioning that you referred them.



Give us their name and number and we'll contact them! (Please ensure you have permission to do so first).

If we place them into a new role, we'll pay you up to £350* in vouchers. The best part is, there is no cap to how many people you can refer so you could potentially earn thousands!

To discover more, visit spencerclarkegroup.co.uk/referral-scheme



5 TIPS TO MASTER THE VIRTUAL INTERVIEW.

Since the Covid-19 pandemic, more and more employers have seen the benefits of conducting job interviews - particularly first stage interviews - via a video link rather than face to face.

With this in mind, you should be prepared to tackle both types of interview should you be invited to a virtual interview. Here are our top 5 tips to master the virtual interview:

Understand the platform you are using

Whether you are using Zoom, Skype or Microsoft Teams, you need to make sure you have an account and that it is downloaded to your device (if it needs to be). Make sure you understand how the platform works so you aren't panicking as the interview is about to commence. A practice run through with a friend beforehand would be a good idea.

Choose a suitable location

Find a quiet location with a neutral background for your interview. Ensure the room is well lit and position the camera so the upper third of your body is visible to the hiring manager.

Ensure the internet connection is steady

One of the most important things is to choose a location which has a reliable, steady internet connection. The internet dropping in and out will completely ruin your interview and leave you feeling panicked.

Dress appropriately

Even though it's a video interview, you must still dress as you would for a face to face interview. This includes your lower half just in case you need to stand up for any reason.

Be conscious of your body language

It can be more difficult to build rapport during a video interview so you must be even more mindful of your body language. During times when the hiring manager is speaking, nod and smile to communicate that you are paying attention and interested in what they are saying.

Ensure the camera is positioned at eye level so you aren't hunching over the device during the interview.

HOW SHOULD I FOLLOW UP POST INTERVIEW?

The most nerve-wracking part of the job-hunting journey can be the wait between having an interview and waiting for feedback. During this time, there are some things which you could do to leave one last positive impression in the hiring manager's eyes.

It is always good practice to email your interviewer the day after your interview to thank them for their time and highlight something you learnt from the interview. It could be that you are really keen to start using a piece of software (which they use) if you were to get the position. You could even mention that you did a little research on something which you discussed during the interview.

This will reaffirm to them that you are still keen to progress with the hiring process and it will keep you on their radar whilst they continue to interview other applicants.

DID YOU KNOW?

Unless they state otherwise, you should expect to hear back from a job interview within 1 - 2 weeks. If they state a date and you haven't heard anything, give a 2 day buffer before contacting them.



Dear (name of hiring manager),

I am emailing to follow up on my interview for the role of (job role), which took place on (interview date).

I was wondering if you had any feedback regarding my interview? I really enjoyed our discussion about (...) and was happy to learn that (...). I feel this shows how I would be a great fit within your team.

Please let me know if you require any additional information from myself and I look forward to hearing back from you.

Yours faithfully,

(your name)

What should I do if I haven't heard anything back?

If you haven't heard back from the hiring manager within the time frame they initially set out, it could be for a number of reasons such as illness or the decision maker being absent.

You don't want to pester a hiring manager but if a few days have passed without even an update, there is nothing wrong with sending a polite follow up email.

In the follow up, include details of who you are (if it is a big company which recruits regularly), the date of your interview, the job you applied for and a short message enquiring about feedback.

HOW TO MAKE A GREAT FIRST IMPRESSION.

Throughout the whole recruitment process, a job interview is your best opportunity to sell yourself personally and professionally.

Whilst your CV will wet their appetite, the interview is your chance to show them what you will bring to the table and convince them that you are the perfect person for the role.

Here are some of our favourite ways to sell yourself in an interview:

Know your own CV

During your interview, the hiring manager will most likely ask you specific questions related to the content in your CV. It's important you are able to answer these questions confidently so be sure to make sure everything on your CV is true and up to date!

Research your interviewer

It will do you no harm to find out a bit about the interviewer(s) in advance. Knowing their job role and their position within the business could help you when answering questions.

Be confident with your body language

Body language speaks volumes; your posture, eye contact and hand actions will tell an interviewer exactly how much confidence you have in your own abilities.

Leave with as much enthusiasm as you came with

If you feel like the interview is drawing to a close, don't see this as the time to switch off. The end of an interview will make just as much of an impression on a hiring manager as the beginning. Be sure to leave the interview upbeat and confident.

Speak at a normal pace

The interview process can be more challenging for introverted people and if this is you, try not to speak too fast; rushing answers could appear as though you are trying to fly through the interview because you are not comfortable. This could imply that you don't feel confident in yourself and your abilities.

DID YOU KNOW?

76% of hiring managers reject candidates who seem arrogant.

Do's

If you've reached this stage in the guide, you might feel like we've covered everything you could ever need to know!

However, we're going to round off with a few final but very important do's and don'ts which you should remember about the interview process.

Listen to the questions carefully

Strong listening skills are important to employers so be sure to demonstrate you have this quality in your interview. Giving an answer to a different question is a big no no.



Box clever

If a hiring manager asks you what your biggest weakness is, you need to be clever with your answer. For example, instead of saying 'my biggest weakness is X' you could say 'my biggest weakness is X but I have been taking steps to improve my skills in this area by doing Y.'



Turn your phone on silent

No matter how well an interview is going, an unexpected phone call midway through the interview won't impress anyone. Turn your phone off or on silent (not on vibrate) before you enter the interview room.



Look interested

If you look disinterested in the role or company, the hiring manager could take this as a sign that your heart isn't really in it. If it comes down to just you and another applicant, they could go with the other applicant based on their perception of your passion.



Give a firm handshake

Upon entering the interview room, be sure to greet everyone in the room with a smile and a firm handshake. A limp or clammy handshake won't impress anyone.



Salary research

Although we wouldn't advise discussing salaries during the interview (unless the hiring manager raises it) it would be wise to research beforehand to understand what your skills and experience are valued at in your part of the UK. This will help to avoid you being caught off guard during the interview or agreeing to a lower salary than what you are worth.



Practise a mock interview

By performing a mock interview with a friend or family member beforehand, it will help you to feel more familiar with the format and how you will answer certain questions.



Don'ts



Lie or bend the truth

It's much better to be honest in your interview than to get caught out further down the line. Even a white lie will cast doubt over your integrity.



Interrupt the interviewer

Interrupting the interviewer will come across as rude and potentially discourage them from hiring you.



Badmouth previous employers

You never know who knows who within your industry and badmouthing a previous employer might make the interviewer think you are capable of doing the same to them.



Fidget or slouch

Sit upright in your chair and keep a good posture throughout the interview. Slouching could make it appear like you are uninterested in being there.



Ask about salary and benefits

Unless the hiring manager asks your salary expectations or mentions perks, it would be wise to wait until you have received an offer of employment to discuss terms. By discussing money, the interview has the potential to go off track very quickly.



Share irrelevant personal information

Unless it is directly relevant to the position, you don't need to share personal information about your life with the hiring manager.



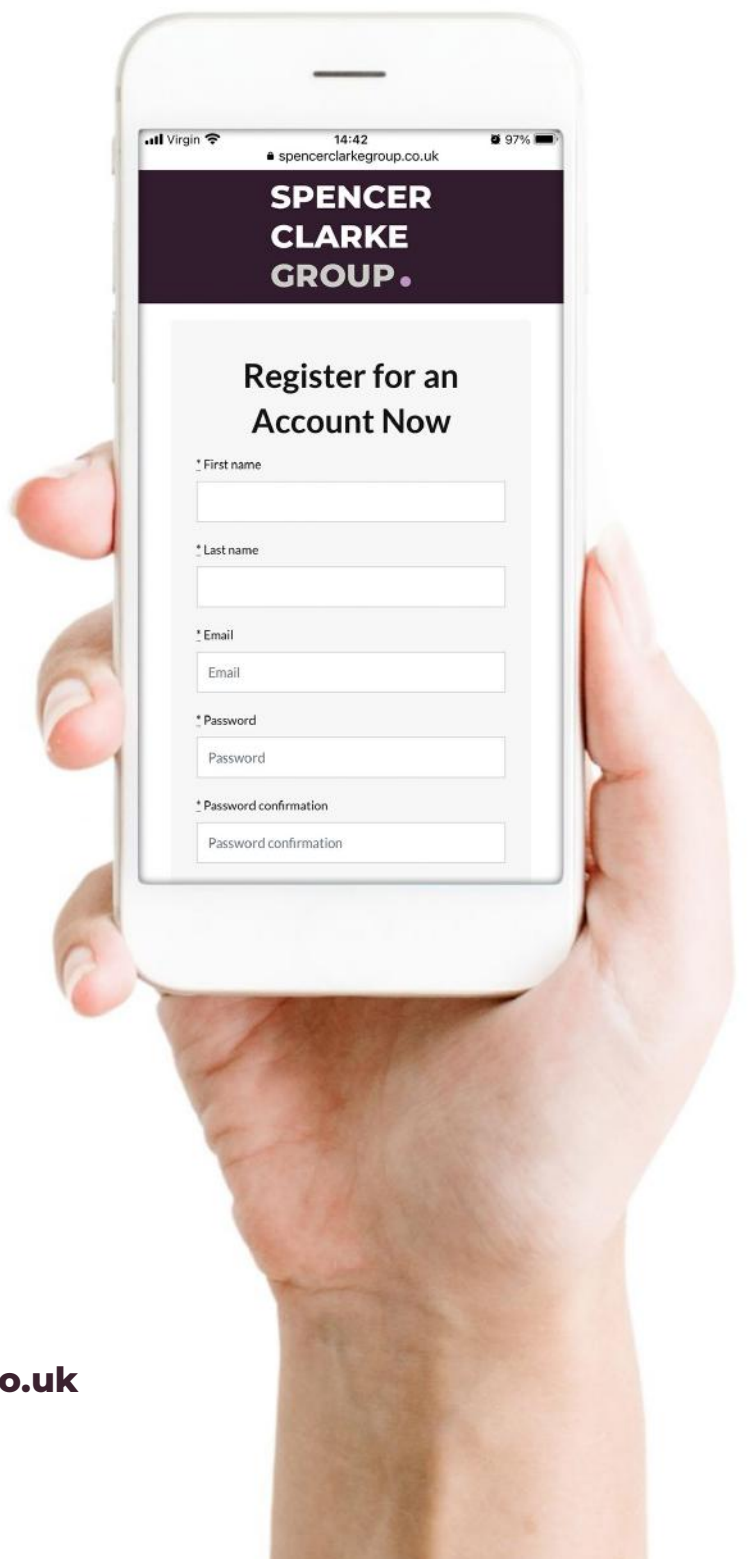
Give yes or no answers

The hiring manager will likely ask you an open ended question and be looking for some depth in your answers. If you are unsure of what the hiring manager is asking you, ask them to elaborate on what they mean.

If you haven't registered with Spencer Clarke Group yet, it's about time you did!

By registering, you can:

- Stay right up to date with the latest news and career advice
- Gain access to the hottest career opportunities. If you're in a temporary position, why not keep an eye out for future opportunities?
- Create job alerts and be the first to hear about new positions which could be of interest in the future
- Upload your CV and store compliance documents



**SPENCER
CLARKE
GROUP.**

To register, visit spencerclarkegroup.co.uk



CONCLUSION.

Now that you have all the tools to succeed in the interview process, all that's left for us to say is good luck!

If you enjoyed our interview guide, why not leave us a review on Google or drop us a message on Instagram to tell us about how it helped you secure your new role? We'd love to hear about it!

Contributors



Debbie Holden
Marketing Manager



Ellie Cutts
Marketing Assistant



Luke Meeks
Graphic Designer