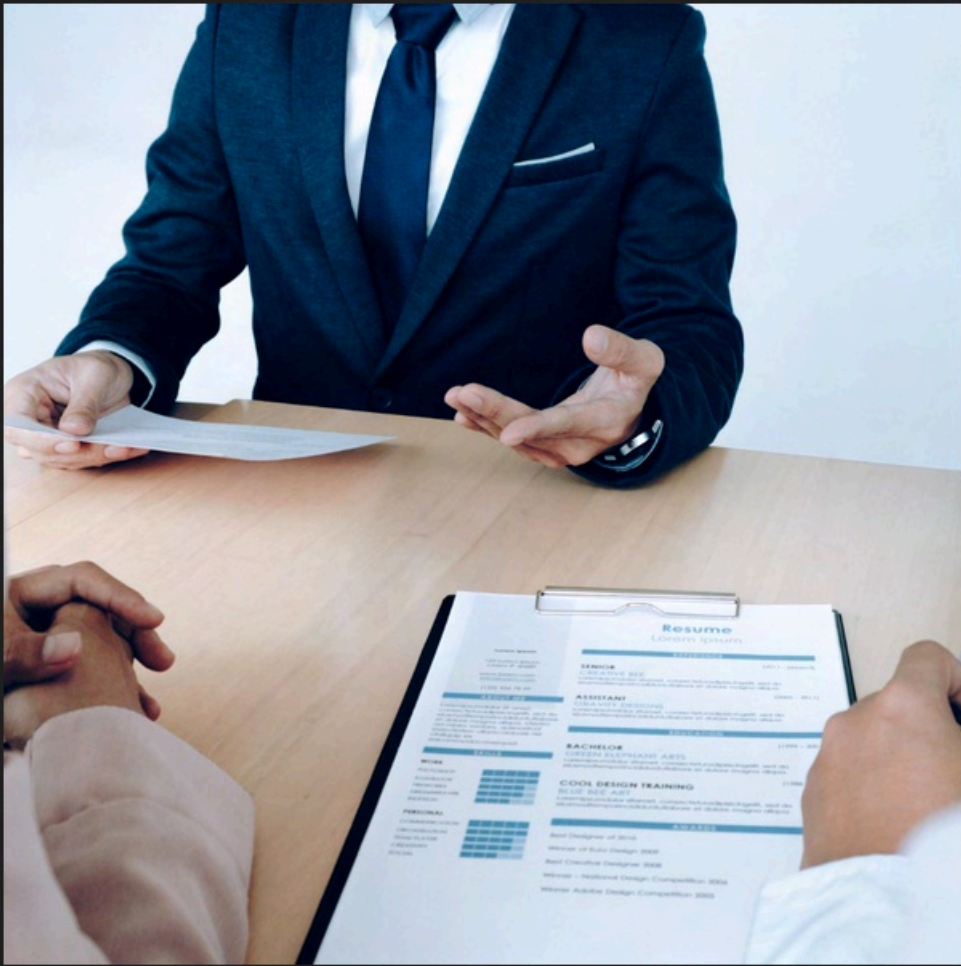


# I've Got The Job!

## Expert Advice For Interviews

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# Introduction

**Interviews can feel daunting, especially when it is a role you really want.**

Many people find themselves in the same position. You secure an interview for a job you are excited about and suddenly the nerves start to set in. This is completely normal. An interview is your opportunity to demonstrate your experience, personality and suitability for the role, while also learning more about the organisation and the team you could be joining.

Good preparation can make a significant difference. Taking time to understand the role, research the company and reflect on your own experience will help you approach the conversation with greater confidence and clarity. Remember that an interview is not simply about answering questions. It is a chance to show how your skills, achievements and approach to work align with what the employer is looking for.

This guide has been designed to help you prepare effectively. It outlines practical advice and simple steps that will help you present yourself professionally, communicate your experience clearly and approach your interview with confidence.

With the right preparation and mindset, you can give yourself the best possible chance of making a strong impression and moving one step closer to securing the role.



PREPARATION



COMMUNICATION



CONFIDENCE



# Preparing for the Interview

## **Dress appropriately**

Presenting yourself professionally is important. Choose clothing that is appropriate for the role and the organisation. For most interviews this means business attire such as a suit, or at minimum smart, professional clothing. Avoid anything overly casual or distracting.

## **Pay attention to personal presentation**

Make sure your clothes are clean and well presented, your hair is tidy and your shoes are polished. Taking care with your appearance helps you feel prepared and ensures you make a strong first impression when you arrive.

## **Approach the interview with a positive mindset**

It is natural to feel nervous, but remember that the interview panel wants the conversation to go well. Their goal is to understand your experience and determine whether you are a good fit for the role. They are not trying to catch you out. Stay calm, listen carefully to questions and take your time when answering.

## **Research the organisation**

You will often be asked what you know about the company. Preparing in advance shows interest and demonstrates that you take the opportunity seriously.

Key areas to research include:

- The services or products the company provides
- The size of the organisation and number of employees
- The history and background of the business
- Recent news, developments or major projects

For more senior roles, you may also wish to review:

- Recent financial performance
- Organisational structure or recent changes
- Company initiatives, culture or policies such as training and diversity

Preparing in this way will help you speak confidently about the organisation and show genuine interest in the opportunity.





# Getting to the Interview

## Plan your route

Make sure you know exactly how you will get to the interview location. Check the route in advance and allow enough time for your journey. If possible, familiarise yourself with the route beforehand, particularly if you are driving or travelling somewhere unfamiliar.

It is always best to plan for delays. If you are travelling by train or bus, consider taking an earlier service. If you are driving, allow extra time in case of traffic.

## Arrive early

Aim to arrive around 10 to 15 minutes before your scheduled interview time. This allows you to settle in, collect your thoughts and prepare yourself before the interview begins.

Use this time to briefly review your CV or application and remind yourself of key points you may want to highlight during the interview. Arriving calmly and prepared will help you start the interview with confidence.



# ➤ While You're Waiting

## **Be ready when you are called in**

You may have a coat, bag or other belongings with you. Keep these organised and within reach while you are waiting. This means you can stand up and head into the interview smoothly without rushing or feeling flustered.

## **Accept a drink if offered**

It is common to be offered a drink before the interview. Water, tea or coffee are all acceptable. If you are feeling nervous, water is often the best choice as it is easier to manage and can help you stay refreshed.

## **Choose where you sit carefully**

If possible, sit somewhere that allows you to see the entrance and remain visible to reception staff. This helps ensure you are easily seen when the interviewer comes to collect you and avoids any awkward moments where you are caught off guard.

## **Make a positive first impression**

Be polite and professional with everyone you meet before the interview, including reception staff. Employers often value these early impressions and may ask colleagues how candidates presented themselves while waiting.

## **Wear your visitor pass correctly**

If you are given a visitor pass, make sure it is clearly visible. Wearing it properly shows that you are comfortable following company procedures and paying attention to small details.



# ➤ Those First Moments

## **The handshake**

When you are welcomed into the interview room, you may be greeted with a handshake. While it may feel like a small formality, first impressions often begin here. Offer a confident, firm handshake and introduce yourself clearly.

## **Eye contact**

Maintain good eye contact when meeting the interview panel. Make sure you acknowledge each person and offer a polite smile when you are introduced. This helps build rapport and demonstrates confidence.

## **Taking your seat**

Wait until the interviewers are seated or until you are invited to sit down before taking your seat. Small details like this reflect professionalism and good manners.



# The Interview

## Embrace Your Nerves

Feeling nervous is normal. Use this energy to stay focused and engaged.



## Refer to Your Notes

It's fine to bring your CV or notes. Use them as a reference to prompt your answers, but avoid reading from them directly.



## Address the Entire Panel

Maintain eye contact with each interviewer and engage with the whole panel when responding to questions.

## Sit Confidently

Sit with your feet flat on the floor and back straight. This will help you project confidence and professionalism.



## Break the Ice

A brief, friendly comment on the office environment can help set a positive tone for the interview.

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# The Questions (And your Answers)

## **Listen carefully**

Interviews often involve a number of questions, some of which may be detailed or multi layered. Listen carefully to what is being asked and take a moment to understand the question before answering. If anything is unclear, it is perfectly acceptable to ask for clarification.

## **Answer clearly and to the point**

When people feel nervous, there can be a tendency to talk for longer than necessary. Try to keep your answers focused and relevant to the question. If you feel you have fully answered the question, it is fine to pause and allow the interviewer to move on.

## **Allow time for note taking**

Interviewers will often take notes while you are speaking. This can create short pauses in the conversation. Try not to feel the need to fill these silences. Giving the panel time to write allows them to properly record your answers.

## **Show how you approach problems**

You may be asked how you would deal with a particular challenge or situation. Take a moment to think before responding. Demonstrating a considered approach to problem solving can leave a strong impression.

## **Use examples from your experience**

It is far more effective to demonstrate your abilities through real examples. Rather than simply saying what you can do, explain situations where you have done it before. Outline the context, the actions you took and the results that followed.

## **Be honest in your answers**

Honesty is essential during an interview. While it may be tempting to exaggerate certain experiences or skills, it is always better to be clear and truthful about your background and capabilities.



# ➤ The Questions (And your Answers)

## Be aware of your development areas

If asked about weaknesses or areas for improvement, be honest and constructive in your response. Employers are looking for self-awareness, not perfection.

Choose a genuine area you are working on and explain it clearly, rather than giving a generic or overly polished answer.

Focus on what you are doing to improve. This could include seeking feedback, gaining more experience, or making small changes to your approach. Showing that you are actively working on your development demonstrates professionalism, accountability, and a willingness to grow.

## Mention relevant activities outside of work

While most questions will focus on your professional experience, it can be valuable to mention activities outside of work that highlight transferable skills. These might include sports, volunteering, or involvement in community or social activities.

Such experiences can demonstrate qualities like teamwork, commitment, and initiative. When mentioning them, briefly link what you have learned back to the role you are applying for, helping the interviewer see how those skills would add value in a professional setting.



# ➤ The Questions (And your Answers)

## Prepare a few questions

Towards the end of the interview you will usually be invited to ask questions. This is an important opportunity to show your interest in the role and the organisation. Prepare a few questions in advance. These might relate to the responsibilities of the role, the team you would be working with or the next steps in the recruitment process.

## Thank the interview panel

As the interview comes to an end, thank the panel for their time. Offer a polite handshake, maintain a positive attitude and leave the room professionally. First and last impressions both matter.

## After the interview

Once the interview is finished, take a moment to reflect on how it went. You have presented your experience, your skills and your suitability for the role. The next step is simply to wait for the outcome, which can sometimes take a little time as organisations complete their decision making process.

If appropriate, you may wish to send a short follow up email thanking the interviewer for the opportunity and confirming your continued interest in the role. This can help reinforce the positive impression you made during the interview.

## Final thoughts

Remember that you were invited to interview because the employer already believes you may be a strong fit for the role. Approach the process with confidence, stay prepared and focus on communicating your experience clearly.

With the right preparation and mindset, interviews become an opportunity to demonstrate exactly why you are the right person for the position.



# Contact Us

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