

## Interview Tips

### Before The Interview

- Learn as much as you can about the organization before you interview with them.
- Corporate Website.
- Internet Search.
- Visit the organisation's social media pages such as Facebook, LinkedIn, and Twitter.
- Make enquiries through your professional and personal network.
- Visit the company's website and learn about the company's directors, mission statement, goals and achievements.

### The Interview

- 90% of opinions about you are made in the first four minutes.
- 60%-80% of your communication is non-verbal.
- The interview starts the minute you walk in and lasts until you exit the door.
- Professional attire always impresses. No matter what the role, dress to impress. But this isn't a date and you aren't going to a nightclub!
- Do not wear denim, flip flops or any beach wear regardless of how hot it is!
- Be sure to bring a few copies of your CV, a pen, and a list of questions to ask.
- Always check company location/parking etc.
- Do not be late and no more than 15 minutes early.
- **Smile:** especially when you first meet the interviewer. That first impression will stick in the manager's mind for a long time.
- **Handshake:** There's nothing like a confident handshake! Use the person's name as you greet them with a handshake.
- **Eye contact:** Is actually a form of communication and it has a magical ability to build rapport. So, make eye contact with your interviewer, both when you're talking and when the interviewer is talking.
- **Formal Dress code:** Be sure to dress formally for the interview, removing any piercings, covering any tattoos. Men should be clean shaven or trimmed.
- **Posture:** Be aware of how you are sitting during the interview. Try not to slump OR cross your arms during the interview.

LIMASSOL, CYPRUS  
Agathangelou Business Centre,  
101 Gladstonos Street  
Limassol CY-3032  
  
Tel: +357 25 342 720  
Fax: +357 25 342 718  
EMAIL: limassol@grsrecruitment.com

NICOSIA, CYPRUS  
Clarion House  
25 Aphrodite Street  
Nicosia CY-1060  
  
Tel: +357 22 769 369  
Fax: +357 25 342 718  
EMAIL: nicosia@grsrecruitment.com

MALTA  
5<sup>th</sup> Floor, 115A  
Msida Valley Road  
Birkirkara, BKR 9024  
  
Tel: +356 21 240 150  
  
EMAIL:  
malta@grsrecruitment.com

## Examples of Interview Questions

### Standard questions to be prepared for:

- What interests you about this job?
- Why do you want this job?
- What can you do for this company?
- Why should we hire you?
- What do you know about our company?
- Why do you want to work here?
- What challenges are you looking for in a position? ;
- What can you contribute to this company?
- Are you willing to travel?
- What is good customer service?
- Is there anything I haven't told you about the job or company that you would like to know?
- What are you looking for in your next job? What is important to you?
- What are your goals for the next five years?
- How do you plan to achieve those goals?
- What are your salary requirements - both short-term and long-term?

Give behavior-based answers whenever possible. Tell a short story about one of your accomplishments, a scenario that demonstrates your style of work, or an example of your skills in action. Your behavior-based answers will make your interview more memorable, more meaningful, and more interesting for the interviewer.

1. The best way to answer questions is to be concise, crisp and to the point-don't waffle!
2. You should not meander away from the point while answering interview questions.
3. Do not place the blame on anyone, or complain about anything with your current or past employers.

### The "Tell me about yourself" Interview Question

You walk into the interview room, shake hands with your interviewer and sit down with your best interviewing smile on. Guess what their first question is? "Tell me about yourself"? Do you "wing it" and actually tell all manner of things about yourself? Will you spend the next 5 minutes rambling on about what an easy-going, loyal, dedicated, hardworking employee you've been?

"Tell me about you" is such a common interview question. Resist the temptation to relax, drop your guard and ramble! Instead, offer a well-rehearsed introduction about your career that sets the stage for further discussion and sets you apart from your competitors.

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### Your Unique Selling Proposition (USP)

- A succinct, brief description of who you are, your biggest strength and the major benefit that a company will derive from this strength.
- "I'm a seasoned Account Manager strong in developing training programs and loss prevention techniques that have resulted in revenue savings of over €2.3 million for (employer's name) during the past 11 years."

### Write your own personal branding

- Before the interview write your own personal branding statement that clearly tells who you are, your major strength and the clear benefit that your employer received or will receive.

### Further interview questions

What is your greatest weakness?

Try to turn a negative into a positive: a sense of urgency to get projects completed or wanting to triple-check every item in a spreadsheet can be turned into a strength i.e. you are a candidate who will make sure that the project is done on time and your work will be close to perfect.

### Sample Answers

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.
- I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.
- I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.

### What is your greatest strength?

- This is possibly one of the easier interview questions you'll be asked
- it's important to discuss attributes that will qualify you for the job

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### Sample Answers - Strengths

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- I have exceeded my sales goals every quarter and I've earned a bonus each year since I started with my current employer.
- My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.
- I pride myself on my customer service skills and my ability to resolve what could be difficult situations.

### Questions to Ask At The End Of The Interview:

Examples of questions YOU should ask:

- Confirm your understanding. Am I correct in my understanding that the role of such-and-such job entails such-and-such?
- How do you envision this company changing in five years?
- What challenges will I inherit when I take this job?
- To whom will I report to and (if applicable) who will report to me?
- What have you found to be the most important traits of someone who is successful in this position?
- Confirm your interest in the company, department, goals and job position.

### Post Interview:

**ALWAYS** call your consultant and give them your interview feedback. This is important for the consultant to follow up in good time with the client on your behalf!

For any further advice please do not hesitate to contact a member of the GRS Team.

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