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INTERVIEW HINTS AND TIPS

It is important to spend some time preparing for your interview. You want to leave a lasting impression. Below is some helpful hints and tips you should read through before your interview.

Be Calm and Prepared

Have a look on line and plan the route to the venue. Leave enough time to get to the venue so you are not rushing and feeling pressured before your interview. Make sure you arrive at least ten minutes early, as this sets a good impression.

Dress Smartly

Make sure you wear smart clothes and do not chew gum. Do not under any circumstances wear jeans, trainers or leggings. If you have visible tattoos or body piercings make sure that these are covered up for the interview.

Do some research

Make sure you do some research on the company. Have a look at their website if they have one, social media pages.

Practice your answers

There is no set format to interviews, but there are some frequently asked questions, these are:

Why do you want the position? This is a question that you will more than likely be asked. There are many reasons for wanting the position, from being interested in the industry, good career progression.

Tell me about yourself? Start with your qualifications, any achievements from school, college, work and your personal life. Tell them about any jobs you have had and any hobbies you have.

What are your strengths? Pick three things that you think will get you the job and how they could be used in a work situation. Examples of these are; you are a team player, you work using your own initiative, you are a quick learner, self-motivated, confident.

What are your weaknesses? This is a question that most people do not like being asked in an interview. Pick something that you have made steps to improve. For example, if you feel that your IT skills are not at the level they could be, then tell them this and

explain that you have been using your spare time to improve them. Do not say that you have no weaknesses as your interviewer may not believe you.

Why should we hire you? This is an opportunity to inform the interviewer of your strengths, such as you are a positive person, confident, quick learner and explain how these strengths would suit a dental nursing role. You can also give examples of achievements from either school or employment.

Why do you want to work here? It may be that you are interested in the industry, feel there would be good career progression within the company. The interviewer will use this question to see what you know about the practice and whether you have done any research prior to your interview.

Where do you see yourself in five years? It is best to talk about your long and short term goals.

Ask questions

Prepare some questions before your interview. This gives you a chance to find out about the job and also shows the interviewer that you are interested. You can write the questions down and take them into your interview so you have something to refer back to. Examples of questions are:

What career progression is there at the company?

What training is provided?

What do you most enjoy about working for the company?

What hours would I be working?

If answers to all your questions have been covered in the interview; when you are asked if you have any further questions, do not say "No". List the questions you were going to ask and explain they were all covered in the interview.