



Congratulations, you have just received a call or email inviting you to an interview. Enjoy this moment and be proud of yourself. You have got one step closer to your new job. Initially you will be feeling confident and excitement but then the nerves start to build. Don't worry it is normal to feel anxious. Here are some tips to help you combat interview nerves.

1. Do your research

You probably already know something about the organisation but now it's time to really do your homework. Company websites and their social media are a great place to start. If you can drop relevant snippets in, about what you've learned, during your interview, it'll show that you've made a real effort.

2. Understand the role

Read, read and re-read the job description. Know exactly what the role will involve and go prepared with examples of how your skills and experience match what they're looking for.

3. Have some questions

Chances are you'll get asked if you have any questions about the role or the company, so have a handful ready that show you've done your research.

4. Know how to get there

It might sound obvious but plan how you're going to get to the interview – having a 'dress rehearsal' before the day can help.

5. Make a good impression

Choose what you're going to wear that's going to make the right first impression. You can't go wrong being smartly dressed.

6. Use your recruiter

If an agency's put you forward, give them a call. They'll know exactly what the company's looking for and can give you some useful hints and tips too.

7. Breathe...

It might be very tempting to reach for a large glass of something the night before but do what you'd normally do to relax. And get an early night. On the day do some relaxation techniques that are great for helping steady any last-minute nerves.

8. And finally...

Remember you have got this. Be confident and smile!

At Mark Holt & Co we want you to be relaxed because we want to get to know to you. We don't ask questions to catch you out or test you but to get to know you. We are interested in your attitude and personality not just your skills because our culture and DNA is important to us. In fact, we have often recruited people where there was no specific job for them, just because they were the right people for us!

We believe it is a two-way interview because we need to show you who we are as well as you showing who you are.

Both sides prepare for interviews. It is important that you use techniques that work for you. If writing notes helps you to relax and prepare, bring them to the interview with you. It is not a put off for us instead, it shows you prepared and done some research before meeting us. If you are nervous, tell us, we are human and understand. Our ultimate goal is to make you feel relaxed.