

Interview Preparation Guide

Congratulations!!! – The interview is confirmed; we now need to help prepare you to be even more successful... Please read this preparation guide which contains useful information along with some good practice hints and tips.

Consultancy Contact Details...

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When is the next time we need to speak?

We need to speak either side of your interview, regardless of whether it is a first or final interview. The first call is a preparation call that should already be arranged around 48 hours before your interview.

[Please make sure we can conduct this conversation in a quiet location and you have this document with you.](#)

The second time we must speak is immediately after the interview. **The client is expecting you to call me with feedback when you leave the interview.** Once we have spoken I will call the client to swap feedback. Remember that if you and I do not have this conversation it could appear that you are not interested in the position - so please call me within a couple of hours of leaving the interview.

Preparation Call, Discussion Points...

Your PRS Consultant will discuss the following topics:

- **Company Information**
 - PRS overview of the company and why you want to work for them
 - Do you understand which division this vacancy is with?
 - Have you visited the company website?
 - Have you called reception to ask if they have any brochures?
- **Interview Process & Hiring Managers**
 - Overview of the total interview process
 - Structure of this next interview
 - Information about hiring managers
- **Vacancy Information**
 - Detailed overview of vacancy
 - Main aim of this vacancy
 - Hiring managers MITs
 - Where does the vacancy fit into the business?

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Good Practice Hints and Tips...

- You never get a second chance to make a first impression! Make sure you are dressed formally and are presentable, even if it is an informal interview.
- Do not talk about salary in the first interview – I have advised them of what your expectations are and it is important for them to want you first, before we negotiate!
- Remember to speak “I” not “we” e.g. “I have been responsible for managing a £10 million direct spend”.
- Use positive language – “When will I get the opportunity to meet suppliers?” sounds better than “Do I have to travel?”
- Attention to detail is critical – hiring managers view many CVs so do not assume they can remember everything about you – keep selling yourself in!

What preparations shall I make?

Fully prepared and enthusiastic candidates are guaranteed to feel more confident and be more successful.

Your PRS Consultant will discuss the followings topics:

- **Stationary**
 - Make sure you have an A4 folder with paper, along with a smart pen to make notes throughout the interview
- **Directions**
 - Do you have directions? Have you left enough time for your journey? Even if there is an accident, remember that it is better to get there early and have a coffee while re-reading your notes, than to risk being late!
- **Appearance**
 - Will you be attending interview in formal business attire? You need to treat this as a client visit and make sure you have on your best dry cleaned suit, polished shoes, inoffensive tie and appear professional
- **Questions**
 - Have you printed off a list of questions to take into the interview with you? We advise preparing 20 questions structured about the role, company, industry and future opportunities – Remember 75% of questions will get answered within the first hour
- **Additional Information**
 - Evidence selling is one of the best ways to prove you are a suitable candidate – do you have any examples to prove you are a first class

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candidate that are relevant to the position, i.e. cost downs, contracts, negotiations, rationalisations etc...

- Showing examples will make you confident and very credible!

- **Cv**

- Print off a couple of spare copies of your CV, as you will need to go through your previous experience. It's a lot easier to use your CV to go through your career history than to remember where you worked 10 years ago!
- If your CV does not have achievements and stats (i.e. commodities you managed, supplier locations, spend size) for each role, then it would be advisable to make some additional notes on a spare copy to help you – hiring managers like facts and figures; it helps them to understand what you have done.

What's the best way to end the interview?

You will get the opportunity to ask them some questions – make sure you have some prepared!!!

Also don't forget to thank them for their time and let them know you are interested in the role and the company. A few examples of this are...

- "Sounds like a great opportunity, have I answered all of your questions? I would like to let you know I am very interested in this position"

OR

- "Thank you for your time, this sounds like a great opportunity, is there anything I can prepare for the 2nd interview?"

Thank you for taking time to go through this document and if you have any questions throughout this process feel free to contact me... Good luck!!!

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