



## Interview Guide

We have put together this short bit of advice about how to prepare and act in an interview. It is firstly fair to say that a lot of the following information is common sense and whilst you may read this and think that some of this is blatantly obvious and not worth mentioning, we would say that it is amazing how many clients feed back to us that candidates seemed ill prepared for interviews!

### Interview Preparation

- Make sure you have planned ample time for getting to the interview, whether you go by car, train or any other means, first do some research to check how long it takes and then add in some contingency time – turning up late and flustered is hardly a good first impression!
- Research the company. Have a thorough review of their website including the news section, people profiles, etc.
- Go through your CV, remind yourself about the projects and clients you have been involved with and be clear on the detail; one of the worst things candidates can do is go in to an interview and show very little to no knowledge of the projects / commissions they have on their CV.
- Be clear on why you want a career in a leading consultancy and have an idea about your future career plan.
- Make sure you are up to date with Industry news (there are many free sources on the internet relating to construction news). If your interview relates to a particular sector or specific project, then again, do some research. If you need help with this then give us a call.

### At the Interview

- Go dressed smartly and well presented (Men should wear a suit, shirt and tie) and go with a positive frame of mind.
- Give a firm handshake and maintain eye contact throughout the interview.
- Have some questions to ask them; it demonstrates that you have prepared and are genuinely interested.

We hope this helps and Good Luck.