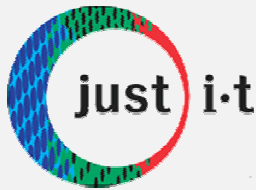


0800 019 66 61

info@justit.co.uk



Training & Recruitment

For Individuals & Companies

How To Succeed At Interviews

Just IT's Network Professional Programme offers a unique blend of industry-recognised technical certifications, career support, a work placement and a guaranteed £16-25k job in IT.

Our recruitment consultants are in daily contact with IT employers, receiving feedback from interviews that have taken place with Just IT candidates as well as finding out the latest market information. We pass this valuable expertise on to our candidates through intensive 1-to-1 interview preparation and we cannot emphasize enough the importance of getting it right on the day.

Confidence is vital when applying for a job and is best achieved through good preparation. Most importantly you should have a very clear understanding of your selling points and how best to market these skills at the interview.

This PDF offers an introductory guide on how to develop interview skills that will drastically improve your chances of securing that job.

If you would like to get some free IT careers advice, a CV assessment and some valuable interview training, contact us on 0800 019 66 61 or email info@justit.co.uk.

Before the Interview

What are employers looking for?

There are only three main questions an interviewer wants to know:

- Can you do the job?
- Will you do the job?
- Will you fit in?

Structuring your planning around these three areas will help you to cover the most crucial issues likely to be covered during the interview, and will give you the chance to prepare your key statements and responses to market yourself most effectively.

What points/ aspects will the **EMPLOYER** focus on?

- Required qualifications

0800 019 66 61

info@justit.co.uk

- Previous background
- What is your motivation for getting this job?
- Why do you want to leave your current job?
- Why do you want to work in IT?
- Your knowledge on the organisation and how this affects your application
- Focus on your soft skills, technical ability and your personality

What are you looking for?

An interview is a two way controlled conversation and therefore a chance for you to understand more about the company and role that you have applied for.

What points/ aspects of the interview should **YOU** focus on?

- What stage of growth is the business at?
- Is the company growing?
- Future projects/ scheme
- What is the atmosphere like
- The surroundings
- The team/ work colleagues
- Career opportunities

Preparing for an interview

In order to be successful in any new venture it is important to prepare. So, how can you prepare for an interview?

- Research the company
- Find out about location
- Travel arrangements and time
- Fully understand the role and the responsibilities
- Ensure your 'outfit' is ready

At the Interview

First impressions

First impressions are very important and could be the deciding factor as to whether you get the job or not. Below are some key points regarding first impressions:

- Look the part - dress, style, detail
- Act the part - body language, confidence, professionalism
- Talk the part - experience, technical knowledge
- Come prepared- bring a wallet, your CV, possible questions

0800 019 66 61

info@justit.co.uk

- Conquering nerves – Physical & mental control

So, you are shown into the interviewer's office by the secretary, **you smile, thank the secretary**, you advance to the interview, **shake hands firmly, wait** until you're invited to sit down, then sit down comfortably, **without slouching** and without letting your hands fidget. **Don't be anxious**. You're **well prepared** for everything that's ahead so there will hopefully be no unpleasant surprises. You **thank the interview** for their time when you leave, **smile and leave calmly**.

Answering the questions

There are a number of key factors that need to be considered when answering questions in an interview, these are listed below:

- Structure
- Detail
- Dates/ numbers/ qualifications
- Examples
- Relevance
- Don't waffle
- Focused and precise

Questions and Answers

Below are examples of questions that are typically asked during an interview and we will discuss the best possible answers:

Tell me about yourself?

This answer needs to be well structured and focused on you as an individual as opposed to your employment history.

What are your strengths & weaknesses?

The main point to remember in answering this question is to always refer back to the job specification and focus your strengths accordingly. So, rather than indicating personal strengths such as hard working, punctual and bright, you will need to focus on specific job strengths.

What do you know about our company?

If you have prepared for the interview this should be easy to answer. Explain that you have studied the information that is available, BUT that you would also like to know more. This demonstrates your eagerness to learn more and your enthusiasm.

Where do you see yourself in five years time?

This question largely focuses on your career aspirations however it is important to understand how you understand that you are going to achieve this. There is no point in saying that you want to be a director or a manager and not understand how you will achieve this. The interviewer is ideally looking for some career aspiration but you also need to consider the size of the company and your research will show what the career progression is like- you must answer accordingly being careful not to be overly ambitious.

What can you offer us?

This is a mixture of your personality and your ability to do the job. It is also very similar to the strengths question and therefore needs to be specific to the job specification.

What things do you most enjoy doing in your current job?

Focus on things you are good at, and which directly relate to the target job. Think about your analysis of the job description.

What important trend do you see coming in your industry?

This question is relating to your understanding of the market you are entering into. Pick out two or three things that you see coming in the future – micro- and macro. This is your chance to show that you have thought about the future, the economies, the markets and the technology of your industry.

In your last company what were the things that you liked most and liked least?

Be careful here. Emphasise the positives and do not carry on at length about the negatives. Remember to give examples to support what you say!

How do you hold up under pressure of deadlines?

You CAN handle it. It is a way of life in the business world. Give a specific example of a situation where you can prove this.

How would you describe your own personality?

Balanced and personable? Mention two or three of your traits that would be useful in the position you are applying for. This is a question about your strengths so make sure you know what they are and sell yourself the best you can.

Competency based questions

These are quite common and focus around obtaining examples of where you have demonstrated a particular strength/ competency. You should always have examples ready before you go to an interview, possible areas include:

Technical Questions

Below are some possible technical questions that can arise. Remember you may be asked generic questions as listed, but you could also be asked specific questions too.

- Explain what you would do if a user phoned up complaining that they were unable to print?

0800 019 66 61

info@justit.co.uk

- If somebody was unable to log on to the network what would you do?
- How could you set up a new Cisco router using the settings of a remote router?
- How would you describe database?
- What is a network?
- What is the largest size of a DOS partition?
- What does DHCP stand for and its function?
- How do you create new users on NT?
- How do you make a file read only?
- How do you log on NT workstation?
- Name 5 DOS commands?
- What packages are contained within MS Office 95?
- How do you access notepad?
- How do you create shortcut on Windows 95 desktop?
- One final technical question may be regarding the reallocation of files from within DOS.

If you would like further assistance with technical questions then please do not hesitate to contact any of the Trainers

Abstract Questions

You may sometimes come across abstract questions, questions that may seem strange and out of context in an IT interview. It is important to remember that every question has a purpose and below we will discuss the purpose of these questions and possible answers.

Can you explain how to make a cup of tea?

This question focuses on your ability to explain information in a simple and clear manner

Can you describe how to use a pen?

Same as above

What is your greatest achievement?

Think about something different to your education background or employment. This question and answer is what makes you different from other candidates.

You work for a company that has two offices, in one office the server has gone down and in the main office the Managing director is unable to print and needs the document to send a letter. What would you do?

This question assesses your understanding of priorities- the office with more users being affected should be dealt with first. It is also about assessing the consequences of problems.

0800 019 66 61

info@justit.co.uk

What would you do if your Manager asked you to lie for him/her?

This looks at your honesty and your answer should always be NO.

End Questions

It is always a good idea to ask questions at the end of the interview as it will allow you understand the company better and take the focus away from you too. It is also your chance to find out whether this is the right job for you and what the employers are looking for.

- What are the company's plans for the future?
- Talk about any information you found out about on the company's website
- Is the company planning to start any new ventures?
- What career progression does the company offer for this role?
- How many people are there in the department?
- What training do you offer with the role?
- How does the training work?
- How does the role fit in within the company structure?
- Do you enjoy working for the company? (This question really should depend on who is interviewing you but it will give you a greater insight into how employees feel working within the company)
- When will I hear back from you in regards to the position?
- How did you get into this position? (People in general enjoy talking about themselves, so asking a question about there background is a great stimulator for conversation)

We have covered a number of questions that could come in an interview but it is important that you practice these as it is clear in an interview that it is not WHAT you say it is more HOW you say it. Below are things you need to be aware of in an interview:

Body language

Hands and feet

Eye contact

Delivery

Content

For a face-to-face CV & interview technique consultation, contact us on 0800 019 66 61 or email info@justit.co.uk.