



TM Green Group

Interview Tips

- Prepare beforehand by reading the job description and doing research on the company – bring your notes to the interview. No one expects you to remember everything and it shows you have been proactive
- Be early for your interview – around 10 minutes
- Present yourself professionally and ensure you're smartly dressed
- Be yourself! Don't be in "interview mode" by giving answers that either aren't true or aren't you. Just remember, if you secure the job you will need to keep your attitude throughout your employment consistent with your interview
- Be polite to every member of staff you meet – they may offer a positive reference which will go in your favour.
- Keep your answers precise yet effective
- Show interest and make sure you ask good questions
- After the interview always follow up, thanking the interviewer for their time and expressing interest in the opportunity
- Conduct yourself professionally throughout all interactions within the recruitment process