

## **Top Tips**

Attending interviews can be a nervous occasion, but there is no need to be nervous, we are a lovely team! To help you feel as ready as possible for your interview, we suggest that you do as much research into Principal Hotel Company, the property and role that you have applied for as possible. Maybe even look to see if you can find your interviewer on LinkedIn to put a face to a name ahead of the interview.

An interview is a joint discussion between you and the employer to explore more about your previous experience and for you to understand more about the role and company. It's your chance to make a good impression and for the company to impress you!

Interviewing can feel a little scary if you haven't had opportunity to complete many, so we wanted to share some great tips we have picked up over the years, we hope they help.

### **Great tips:**

- Dress smartly, take pride in your appearance and chose something which you feel comfortable wearing. First impressions really do count!
- Find out where the venue is beforehand, work out how to get there and how long it will take. Leave yourself extra travel time.
- Find out what kind of interview it will be so you can prepare.
- Examine the job description and person specification along with your CV; think about what type of questions we may ask you.
- Prepare answers for the main questions - for example, why do you want the job, what are your strengths and weaknesses, what are the main tasks in this job? It may help to make about three or four points in each answer.
- Quote real examples of when you've used certain skills - just saying you've got a skill isn't enough, we need to know when and how!
- Take your time when answering the questions: make sure you understand the question and take your time if you need to think.
- Sell yourself; no one else is going to! Be positive about yourself and your experiences.
- Prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company. Finding a company aligned to your own personal values will provide you with a great environment for you to thrive and be successful.
- Turn off your mobile phone! Treat the interviewers with respect and give them your undivided attention.
- Don't be late. If the worst happens and you are running late, contact the interviewer and let them know ASAP.
- Don't swear or use 'slang' words.
- Be honest about your experience, the interviewer wants to know the real you.
- Try and control your nerves with some breathing techniques; a few nerves are normal but extreme nerves will affect your performance.

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- Don't read from notes or your CV. You should be familiar enough with your own history to be able to talk about it unprompted.
- Avoid criticising former employers or colleagues, look for the positive in the situation and share what the learning has been rather than focus on the negative.

Above all, preparation is the key to performing well in interviews. Research the role and organisation, and prepare evidence and examples of your skills and competencies.