

## About 1st Choice...

1st Choice Recruitment, established for over 17 years, deals with recruitment for administration, secretarial, sales & marketing, accounts & finance, human resources, industrial, driving, IT & technical, engineering and legal.

With five local branches in Bedford, Biggleswade, Milton Keynes, Hitchin and Huntingdon, making registration more accessible in the Beds, Herts, Bucks & Cambs area. If you require further advice please contact your local branch.

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Take a look at our website –  
[www.1stchoice.net](http://www.1stchoice.net)  
for information on positions available at all five branches.



**'Honesty is the key to our success'**



## Interview Techniques

Advice on how to prepare for your interview.



# Potentially Tricky Questions

During the interview, you may be asked a variety of questions. There are no perfect answers, yet some thought and preparation can help you avoid disaster.

## 1. Tell me about yourself

This is the classic opener and helps the interviewer to size you up and note possible areas for further exploration. Develop a brief overview of your career. Present a profile relating to the job that you are applying for, adding one or two major achievements. Maximum time 3-5 minutes.

## 2. What is your opinion of the last company you worked for?

Stay neutral or positive, no negatives. Try to focus on situations in which you learned and/or contributed something.

## 3. You appear to have changed jobs frequently, are you a job hopper?

Work out in advance your rationale for your moves. People do change jobs, and if your reasons are sound, say so. Do not be defensive. Avoid things like: did not get along with boss or others, did not like management policies, passed over for a salary increase, too many arguments, too much overtime, problems of health, personal problems interfering with work. Avoid long stories and negatives.

**Prepare some open questions for the interviewer, an interview should be an exchange of information.**



## 4. What salary are you looking for?

Try not to get into these discussions too early. A return comment might be: 'It's hard to discuss salary without knowing more about the job or responsibilities'. Or if you are discussing a specific job: 'What is the salary range which this job would normally fall?' Then relate your experience to this range without being precise. 'I think my experience would put me near the high end of your range, don't you?' . Do not volunteer information about your past salary unless pressed.

## 5. What did you think of your manager and colleagues?

Whatever your true feelings, be positive. 'He was the kind of person I could learn from' or, 'We were able to communicate well, and things got done quickly'.

## 6. Can you work under pressure?

Indicate that you can, then counter: 'How much pressure is involved in this position?' Learn what they mean by pressure. If you excel in pressure jobs, present your accomplishments.

## 7. What is your greatest strength?

Go on to list your strengths and tie each of them to an achievement.

## 8. What is your greatest weakness?

Look at your list of weaknesses and relate the weakness back to your strength. 'I like to get things done quickly. Sometimes I get impatient, but I am learning to overcome this.'

## 9. How much do you know about our company?

If you have not done your homework, you're sunk. If they have a website, take a look beforehand. (The main libraries will let you use this facility for a small fee).

## 10. What were your reasons for leaving your last job?

You must prepare for this question as it is almost certain to come up. Opportunity is always a good response, for example: 'I got the chance to broaden my range of experience'. Always be positive about your former employers and think through your response to cover each one you left.

## 11. What motivates you?

Job interest, opportunity, growth, chance to learn, work for a company that has world-class products and reputation, a company that pays well for good performance, etc.

## 12. What do you not like to do?

This is a loaded question. A positive reply might be, 'I'm the kind of person who does whatever is necessary to get the job done. When I do run into something disagreeable, I try to do it first and get it behind me. I have no particular dislikes'.

## 13. How do you get on with people?

Of course, you get on well with people. Give some examples of success with boss, peers and subordinates. Show them what a good

**Always find out information on the company before your interview. See Q 9.**

