

### **HBD Partners Interview tips**

**Be Punctual** – Don't be late. Check your route and aim to arrive at least 15 minutes before your interview to allow yourself time to relax and gather your thoughts.

#### **Research the company**

- **History** – Reading up on the company history will give you valuable insight into the organisations mission and values.
- **Team Dynamics** – Familiarise yourself with the team structure and who you are meeting.
- **Social Media** – Social media is a great place to find out about recent updates and an insight into company culture.

**What to expect** – Feeling unsure about the interview format? Reach out to your recruiter or the hiring manager with a quick message. Ask about what to expect and any preparations needed – they've got your back!

**Practice** – Practice makes perfect. Ask a friend to run through some generic interview questions with you, or practice in front of a mirror. The more you practice your answers, the better prepared you will be to nail the interview.

**Job description** – Make sure you're familiar with the job description, and always connect your answers back to the role. This way, the interviewer can easily picture you in the position. It's all about making that connection!

**Know your CV** – Make sure you know your CV inside out and get ready to highlight your skills with real life examples. It's also great to have a few examples at the ready to show how you can compensate for skills you do not yet have. Painting a clear picture of your strengths is crucial!

#### **What to bring with you:**

- Bring a hard copy of your CV to give to your interviewer if they don't already have one.
- Have a notepad and pen to hand if you need to take notes.
- Interviews can be thirsty work! Bring a bottle of water with you if you need to pause for breaks.
- Avoid any chance of your phone battery dying and bring a charger or battery pack with you.

**Prepare questions** – Asking questions at the end of an interview shows interest and enthusiasm while providing an opportunity to:

- Clarify expectations on job responsibilities and team dynamics.
- Assess whether the company culture and work environment align with your preferences and values.
- Ask questions that allow you to highlight your relevant skills and experiences.

**Treat virtual interviews like in-person ones**

- Keep it smart. Dress as you would for an in-person interview, even if you're at home.
- Eliminate distractions by turning off all notifications on your phone, email, Teams, Slack or any other messenger service to avoid interruptions.

**Test the tech** – If you are having a virtual interview, don't get caught out by the technology. Check your:

- Camera
- Microphone
- Internet connection
- Meeting link
- Battery life

**If you need advice please get in touch**

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