



The only interview guide you will ever need...!

Mr Andrew Underwood

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Pulling together over 60 years of recruitment experience we have compiled what we believe is 'The Best' interview guide around. We hope it is the only interview guide you will ever need... The guide is a step-bystep; teach yourself interview skills instruction manual. It covers and helps you answer common questions such as: What are your strengths? What are your weaknesses? Where do you see yourself in 3 years' time? It also shows you how to prepare for competency / behavioural based interviews where you are asked to describe a situation in which you have been for the interviewer to gain evidence of your competency and ability in an area. Questions such as: Can you give me an example of when you have delivered excellent or outstanding customer service? Competency interviews are becoming far more popular and to help we have listed the most common competency based questions asked by interviewers. We also cover 'value based' interviews used within the Charity / Third Sector and show you how to prepare for unstructured interviews such as CV interviews. In addition we look at telephone / video / Skype interviews, strength, panel, group, and portfolio based interviews. The key to a good interview is to try and predict as many questions as possible, and then prepare answers to those potential questions in advance. As part of this guide we teach you a simple technique to help you predict such questions and show you how to structure your answers. We also give you over 250 interview questions with advice on how to answer them. Highly practical in nature, this is a guide you will keep in a safe place 'just in case'.



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