

# Preparing for your Interview – WOW us and show us that you really want it!

You've successfully completed that amazing application and now it's time to prepare for the dreaded interview. We know it's not everyone's favourite activity, but it does give us a good chance to get to know each other a little and we've put together a list of things to think about when preparing to WOW us.

The most important part is to be prepared.

- **Do your Research** – Understand our business and the role you're applying for; consider how your experience might fit in
  - Our website is a good place to start:
    - Understand our "we can if..." attitude
    - Look at our history
  - What can you find about us on social media?
  - Google us, we like it!
- **Dress for success** – Here at Torbay Pharmaceuticals (TP to our friends), we believe that everyone is an individual and we want you to come to your interview relaxed and comfortable so that you can shine and you will not be judged on what you wear or how you look; though it's always good to turn up clean and presentable!
- **How to present yourself/your body language** – First impressions are formed within the first eight seconds of meeting someone; what can you do in 8 seconds? Think about your greeting and body language throughout the whole interview
  - Don't be late!
  - RELAX!
  - Sell yourself but don't exaggerate or make things up, they have a habit of catching up with you.
- **Prepare! Have some answers ready** – Consider likely questions you may be asked and then think about the best, most positive way of answering
  - What is your motivation? Why do you want to work with us?
    - Make sure your reasoning reflects the opportunities the new role will give you
    - If you're leaving your current/previous role for a specific reason, then be ready to tell us about it. Negatives need a positive outlook. How will your response come across?
  - Where do you see your future?
    - Your potential for the future is something we will be looking for so think about how this will be gained within TP and how this role is suited to you
    - We are keen to know that you are not just applying for any old job!
  - What can you bring to the company? Why should we hire you?
  - A great tool to use is a SWOT analysis (understanding your own strengths, weakness, opportunities, and threats) you can then share with us those areas you do well (be honest with yourself!)
- **Practice interviewing**
  - Be confident! Practice eye contact and positive body language – maybe with friends, or video yourself so you can look back and see how you may come across to others.



- Have you thought about how you will get to us? Be prepared ahead of time.
- **What interview methods** could you or will you be presented with? It may be that there will be more than one part to the process, such as a telephone interview first, or some tests on the day. We will definitely tell you in advance if that is the case. In general, your interview will most certainly include questions that aim to give you a chance to tell us more about your experience, so consider how you might prepare for questions using the Job Description and the STAR technique:
  - **STAR Technique – this is a way to deal with ‘scenario’ type questions** – we will be looking at how you handle a specific situation and require you to think about:
    - The Situation** – describe a situation you were in relevant to the question
    - Task** – tell us what the task was and what was the goal
    - Action** – describe what you actually did
    - Result** – explain what happened as a result of your actions (the outcome)
  - **Presentation** – If we ask for one, be sure that you fully understand the brief – if not, then please do ask us for clarification. We want you to succeed!  
How does it look? – can you make it look more visually appealing?  
Remember to run the presentation through before your interview so you can determine the length and how you may come across. Practice makes perfect!
  - **Assessment** – you may be required to complete an assessment or test. Don’t worry about this, it will always be something that you would come across in the job and we aren’t EVER going to try to trick you. We just want to see what you can do. It’s your chance to shine and show us how good you are!



We're  
ready to be  
WOWed...

## During the Interview

Remember to smile, make eye contact, and be conscious of body language – sit up straight and concentrate! Be interested and engaged.

We want to get to know you and your personality so make sure that comes across as this could be the key if you are competing against others with the same experience and qualifications. Being the right ‘fit’ for TP means that attitude is really important to us.

Make sure you understand fully what we are asking before answering a question. We would much prefer to repeat or rephrase it (we aren’t perfect!) than for you to struggle with the question and not have the opportunity to share your experience with us.

Don’t forget to ask us some questions, we love to talk about TP and tell you all about our plans!

## After the Interview

It's a good idea to make notes about how you feel the interview went. This may help you in the future to determine what you did well and areas to focus on next time.

If you are unsuccessful we will give you some constructive feedback so that you can assess what you could have done better and to help you next time.

***We wish you the best of luck with your interview and hope to work with you very soon.***



I'd like  
to show you  
my best  
me...