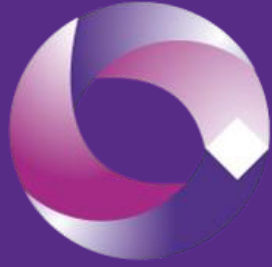




AllanWebb

Support Guide for :
**Interview
Preparation
Guide**

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**Your career
development
resource guide:**

Supporting the next step in your career

- **Considerations to kick start your Job Search.**
- **Key preparation for your Interview**
- **Planning, preparation & feedback**



Top tips:

Considerations to Kick start your Job search

Before starting your Job Search

Taking the time to reflect on your both your professional and behavioral strengths and weaknesses will be a valuable process.

Also consideration of :

- The type of work you enjoy doing?
- what you would like to do?
- What do you want in your next Position?
- What aspects are most important? title, money, promotion, benefits? location, or company culture?

Researching Target Companies

Once the above is established, it's time to research the companies you are interested in and build a picture of suitability.

Investigate a company's Website and in particular their Careers section. It will help you get a feel for :

- Company culture.
- Salary Bandings
- Development Pathways
- Wellbeing & ED&I initiatives



Now lets look at tailoring your CV to make a real impact

Your CV is still one of the most critical tools of a job search. A lot of CV's are full of responsibilities however a Key element for finding a new job is to have an achievement-oriented CV that also includes achievements that are relevant to the job you're applying for.

Adapt your CV to reflect areas within the Advert or Job Description

Ask yourself?

- Are you a good fit for the position you are applying for
- What aspects of my experience and previous positions really reflect this role?

Study key words, skills and phrases that are used in the job description or advert? Make sure you include them in your CV (provided you have that experience, of course).

Tailor your CV to each job you apply for



Build, develop, And Utilize Your Network Of Contacts

For the vast majority of jobseekers, a large and strong network of contacts — people who know you and want to help you uncover job leads — results in more job opportunities. Networking — in person and online — is essential to your success in your job search.

It also helps you to get a good idea of what is out there and available, so you can be more planned in your job search. Don't be afraid to reach out to people on LinkedIn, and if you know someone working at a company that interests you, ask for a referral. Hiring managers would prefer to interview people who came recommended before sorting through the resumes arriving via a career website.



Key Preparation for your Interview

About the Company

- Spend a few hours learning what you can about the company from as many sources as you can.
- Talk to people in social media & professional network
- Also consider the Culture and Values for the company, social mobility, and charity partnerships etc
- Often, candidates just look at the information a company is promoting on its own website and social media accounts, conduct a deeper dive.
- Look more in depth at other external channels such as Glassdoor/Indeed Reviews.
- By looking at multiple sources, you'll get a broader picture of the company and be ready to talk about why you would like to be part of their workforce and how your experience can be a valuable addition.



Enquire about the Position & Accountabilities

- Before you can show the interviewer why you would be a valuable addition to the business, you need to know what they're looking for.
- Luckily, most organizations specify exactly what they are looking for in an applicant in the Job Advert or Job Description.
- If your Interview is via a Recruitment agency they will also be able to provide vital intel around the opportunity & business.

Review the Job Advert or Job description

- What skills and experiences are being emphasised?
- What challenges and accountabilities will this hire need to solve?
- This is all very good material for discussion points during your Interview



Enquire about the Interview format

Preparation & research is key

- Different companies Use different methods of Interviewing, so its worth double checking:
- some companies will have one on one meetings with several different people at the company, while others might several people at once on an interview panel or give an interview presentation.
- You may also have a phone or TEAMS interview. Asking the recruiter, HR contact or Agency about the interview format ahead of time is totally acceptable & helps you to prepare.
- Once you know, investing time to become familiar with this style can make a huge difference to your performance on the day.



Planning, Preparation & Feedback

You cannot prepare for everything

But you *can* prepare to handle the unexpected

- For example an interview question you do not know how to answer.
- You can come up with a go-to phrase that will help you avoid awkwardness if you need time to stall and gather your thoughts.
- There are strategies that work well, repeating the question thoughtfully before answering or saying:

"That is an interesting question". I think I would have to say..."

Natural conversation fillers:

"That's a great question, let me think about the best way to answer that..."

Clarification tactics:

Ask them to repeat or rephrase:
"Just to make sure I understand what you are asking..."



Plan where you are going & who you are meeting

- Whether you're driving or taking public transport, make sure you check your route ahead of time
- Is there Parking on site?
- Its always worth double checking WHO you are meeting,
- What are their Positions within the company.
- You can also look these up on the company Careers website,
- Often they have Information about their Interview approach & style or try finding them on LinkedIn to gain their professional background.

Following your Interview

- if you are being represented by a Recruitment Agency its advisable to check in and discuss your feedback on the Interview.
- If the Interview is direct there is no harm in asking the Interview Panel about conclusion timescales, this will indicate your interest level and also give you Date lines to work to.

Remember your Interview is a 2 way experience

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About Allan Webb Limited

At Allan Webb Ltd, we are a leading engineering consultancy with over 60 years of experience delivering asset optimisation services to clients across the defence, government, energy, pharmaceutical, and aerospace sectors, both in the UK and internationally.

We're committed to conducting all our activities ethically, with a strong focus on human rights, sustainability, and social responsibility. Our Corporate Social Responsibility (CSR) policy reflects this commitment, ensuring we operate in a way that positively impacts both society and the environment.

Allan Webb Activities

We truly champion flexibility and wellbeing empower our people to perform at their best. What's more, we're proud supporters of the Armed Forces community and we foster an inclusive, innovative workplace where individuals and teams can thrive.

Our Culture & Values

We're committed to conducting all our activities ethically, with a strong focus on human rights, sustainability, and social responsibility. Our Corporate Social Responsibility (CSR) policy reflects this commitment, ensuring we operate in a way that positively impacts both society and the environment.

What's more, we are proud supporters of the Armed Forces community,

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