

## **Top Tips for Interview**

### **Getting started**

Here's some information that may help you successfully overcome the hurdles of attending an interview. Some things you may find obvious, but these are often the things we forget.

Knowing what you need to prepare can be difficult. To put your mind at rest, prepare a checklist of things to consider. For example:

- How well is Vue doing as a company and if applying for a cinema role, their site performance
- Find out more about role
- Think of some potential questions your interviewer may ask
- Prepare some potential questions you could ask at the end of the interview

### **Company research**

Interviewers will expect you to have a good grasp of Vue as a business for example our current performance, recent company history such acquisitions in different territories, market share, and recent box office hits. With these facts under your belt, you'll be able to hold a meaningful conversation about the Vue as a company and put any details you've learned ahead of the interview into context.

Showing you've done some independent research about Vue even though you are already a team member also shows that you really want the role.

### **Role research**

You need to make sure you understand the job description fully and know how it fits into the overall structure of Vue. If you have any queries about it talk to people in the business before the interview or be prepared to bring them up as you go along. Think about what appeals to you about this role in particular, ask yourself what the key skills for the job are and think of examples which enable you to demonstrate those skills. Why do you want to do it, what motivates you to do all the research and consider why you would be the best person to appoint.

### **Interview research**

The style of interview at Vue for all roles includes competency based questions. This type of question is looking for an example of when you have used the skills required for the role or, experienced the type of situation that is common in the role. The interviewer will be looking for you to explain briefly what the situation was, what you did and what the impact was.

For the following roles we include preparation of a short 20 minute presentation at the second stage interview:

- Managers
- General Managers
- Management roles in Chiswick Park

For General Managers and Level 1 roles in Chiswick Park we include a psychometric questionnaire.

For Director level roles, candidates have also to attend an assessment centre before being shortlisted for final interview.

### **Personality points**

You can't predict every question that you'll encounter, so approach the interview with a list of important points about yourself that you want the interviewer to know.

For example, if you are applying for your first management role, think about personal experiences you have had where your qualities and skills have shone through. Have you taken responsibility to ensure something happens, have there been situations where you have supported the management team in your current role or do you have other personal experience in other industries or outside of work that will help the interviewer see the strengths you have. Each question you address will be an opportunity to provide some of this information to the interviewer.

### **The interview**

Generally, interviews follow a set pattern. The interviewer will:

- Ask you to give highlights of your career to date to get a sense of your broad experience and settle you into the interview
- Ask you questions which will assess your abilities, personality and motivation
- Ask you what you know about the role and the challenges someone new to the role might face
- Fill in the gaps and tell you about the department and the job
- If you have any questions, you'll be encouraged to ask
- Inform you of the next stage of the process and when a final decision will be made.

### **Remember to breathe**

Pause for a couple of seconds before you respond to each question, even if you know exactly what you want to say. Take this time to quickly plan your answer. This helps to avoid misunderstandings and produces much more concise and coherent answers.

### **Don't be afraid to ask**

When people are nervous they tend either to draw a blank or to babble. It's better to think for a few moments and make sure your answer is doing you justice and that there's a point to what you're saying.

If you don't understand a question, ask for clarification. No-one will judge you for it as it's much better to ask for help than to get an answer wrong.

**Be confident**

The interview is an opportunity for you to sell yourself. Don't be afraid to 'blow your own trumpet'. As long as you can support what you're saying with examples, you're not bragging. Just be careful not to take it too far, or to embellish. If you lie, you'll just be making it more difficult for yourself in the long run.

Always expand, never answer a question with a simple "yes" or "no". The more interesting your answers are, and the better you back them up, the more memorable they will be.

**Be positive**

Whatever happens, and however the interview's going, always try and be as positive as you can. Don't complain about anything - from your former employer to the weather - and don't apologise for experience that you don't have. Just sell what you do have and let the interviewer decide if you have what they're looking for.

Try to avoid negative words. For example: rather than "I have a little experience...", say "I have experience in.."

Finally, when it comes to mannerisms and body language, try to ensure the following:

- Be confident, positive and look directly at the interviewer when you talk and listen
- Speak clearly, be enthusiastic and express a keen interest in the position
- Keep to the point, be concise and always be honest
- Smile

**Keep to these tips and good luck.**