

spencerharrington

Work Sample

Often in the final stages of an interview you will spend some time in the office doing a work sample. Depending on the company your experience will change but here are some general tips to help you along. Your Spencer Harrington consultant will be more than happy to give you any advice,, answer any questions and tell you more specifically what to expect from the company you're going to meet.

Preparation

- Research – you'll have been through a few stages of the process by now so you should have a good understanding of the company and the market you are going to work in. It will help with your confidence and the impression you give to your potential new colleagues if you know what you're talking about when you speak to the candidates
- Think – while there's no way for you to know what will be said during your conversation, start putting in to practice all that you've been told about sales/recruitment and prepare for potential questions you think you may be asked.

The Day

- Confidence – You're not expected to be able to go in there and sell successfully to everyone you speak to, the actual skills can be taught but you need to show you have the right attitude.
- Speed – pace and energy are key in this industry so don't dawdle. The moment you have a CV or contact name in front of you start dialing, you can read the information whilst you wait for them to answer and get through the niceties.
- Efficiency – so you can small talk about the weather, who can't. These calls aren't about making friends, you need to make sure you get something useful out of every conversation so build rapport quickly and then start asking constructive questions to extract the information you need.

In conclusion your attitude during this day is going to tell your interviewer what you will be like in the office. So be polite and engaging to everyone you meet, show you are confident but don't be arrogant, listen to what you are told and follow instructions.