

Our Application Process

Going to your first interview can be a daunting prospect. Here you can find out simple ways for both parties to get the most out of the process. At QAS, we expect you to come to any interview prepared – for example we may ask you about your general company knowledge and expect you to have an idea of our unique company culture. We like our employees to be curious, passionate and responsible, but above all, we ask you to be yourself.

Firstly, we like to have a phone interview with our applicants. This is an informal chat to discuss yourself and why you think you would be good for this placement. Key points to remember are;

- Pick somewhere quiet, with a good reception;
- Ensure you have all your application notes to hand, as well as pen and paper;
- Research our company and our culture in order to answer questions well;
- Think about why we should pick you over someone else;
- Consider that you may be asked about your strengths and weaknesses.

If you are successful in your phone interview then we will invite you to meet us face to face. The initial face to face interview will be held with your direct manager, but if you are invited to the second face to face interview, you will be interviewing with a senior member of staff.

When coming for a face to face interview, ensure you follow the five P's.

- **Punctual** – look up where you are going and call ahead if you are going to be delayed. There is no excuse for arriving late.
- **Polite** – general good manners are expected in QAS, as we respect all of our staff equally.
- **Professional** – it is advisable to wear a suit to your interview, as well as to act professionally at all times.
- **Proactive** – think about what you want to do in your time with us, as well as times you have acted proactively in the past;
- **Positive** – you might find some questions challenging, but answering positively is always the best way to go about it.

You should also remember that we will want to go through your experience or aspects of your degree and advise that you take as much time as you need to give a thorough and direct answer. Don't be afraid to ask questions, or to expand on your answers should you feel the need.

Some technical areas also like their applicants to complete a short test. This is an extra tool to see how you respond to certain technologies and you will be informed of this in advance. This test is not the decider of your success – it will be your overall performance in the interview, along with your personality that secures you the placement.