

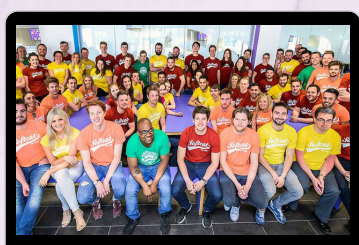
INTERVIEW PROCESS

Everything to expect from here on out, and our top tips for success!

SEND US YOUR APPLICATION

It's time to apply! Fill out our application form and submit your CV to kick off your application process.

HOT TIP: You can also submit a Cover Letter to support your application, it's a great opportunity to showcase your interest and suitability for the role.



SOFTCAT'S VIRTUAL ASSESSMENT CENTRE

By now you have been invited to our virtual Assessment Centre. This is a group session where you get a chance to learn more about Softcat and the role from our Recruiter and Sales Teams. You will also be asked to complete virtual activities for us to assess and decide if you will progress to our panel interview.

HOT TIP: In the Assessment Centre, be brave – get involved in as much as you can, ask questions and don't be afraid to make a mistake – it's a safe space!

EXTRA HOT TIP:

Have you watched our employee testimonial videos? This is a great way to find out more about our Sales roles and unique culture - Just click on the video tapes below to see for yourself!



FINAL STAGE TELEPHONE INTERVIEW

You've made it to the last hurdle, the telephone interview! This will be with the Head of Department for your area and should last around 30 minutes.

HOT TIP: A large part of your Sales role with us will be about making great first impressions and building relationships over the phone, think about how you can apply that here!



MORE TIPS? Keep reading for some more top tips from the Recruitment Team for your Softcat Interview Process!



VIDEO INTERVIEW



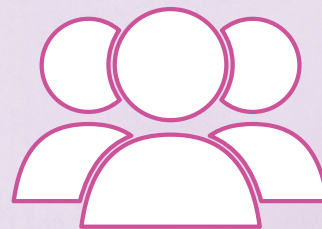
If your CV and behavioural test looks like the right fit, we'll invite you for the first step of our interview process - an on demand one way video interview. These questions will be designed to test your knowledge on Softcat and the role, your motivations for applying and why you are a great fit.

HOT TIP: Research! Make sure you understand our company and values and the role you are applying for. We also love to see your personality during this stage, so don't be nervous to be yourself!

PANEL INTERVIEW

If you are successful after your Assessment Centre we will ask you to take part in a panel interview. This will be a competency based interview designed for us to get to know you in more detail and understand your suitability for our Sales role.

HOT TIP: During your research try and pre-empt questions you feel you may be asked and try and have some ideas about how you would answer them. Also, remember to look into the IT industry. Ultimately, we want you to have an interest in the area that your role sits within.



AND RELAX!

Relax, you're all finished. You can now await your feedback from our Recruitment Coordinator who will advise on next steps.

We appreciate the time and effort any candidate makes in our interview process and we are always striving to make sure our process is efficient and enjoyable. If you want to spend time reviewing your experience on our Glassdoor page, we would love to hear your thoughts, just click on the logo to leave us a review!

OUR 'TOP TIPS'

Our top tips for success during your interview process



Be yourself as we want to see individualism and authenticity, don't try and be what you think we want you to be



If you can, research/connect with your interviewers or recruiter on LinkedIn, prior to the interview, look at their experience/bios and ask questions around this

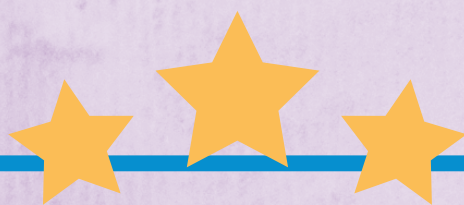
Make the effort, make sure you wear business dress to your interview (virtual or face to face!)

If your interview is taking place virtually, please ensure that you test your equipment to check that it is working prior to your interview. During your interview, make sure your video is on as we want to see you



Make sure you know your CV inside out

Don't put too much pressure on yourself, you interview your best when you are relaxed, and we want to see the best you!



Ensure that you read any material provided to you thoroughly and if you have any questions, please feel free to contact the recruiter

Try not to become too scripted in your answers, as we want to see how you communicate naturally

During your interview understand the importance of first impressions and non-verbal giveaways - eye contact, general energy/engagement, and body language!



Come prepared with questions about the role and Softcat, our team will love answering them for you!



If your interview is face to face, it's worth figuring out logistics of your interview in advance. Work out your journey and ensure you are comfortable with the route to ensure a stress-free journey/arrival