



INTERVIEW TIPS

What makes a good interview?

One where you are offered the job, of course! Seriously though, interviews are usually challenging for most people, daunting for many and plain nerve-wracking for the majority. If you are one of the lucky few who enjoy

interviews without any stress attached, then you are in the minority.

There is never one perfect formula that works for all people in all situations. There are many factors that can influence an interview's positive or negative outcome:

OUTSIDE YOUR CONTROL

- a poorly structured or 'loose' interview style that rarely brings out the best in people
- an inexperienced interviewer that does not ask the right questions
- interruptions and distractions during the interview
- 'surprise' or left-field questions designed to trip you up
- an interviewer who does all the talking and does not let you speak
- first impressions deem you to be 'outside the right team fit'

WITHIN YOUR CONTROL

- ✓ the way you are dressed and presented
- ✓ how you speak and answer questions
- ✓ your interaction with the interviewer/panel and your ability to engage
- ✓ displaying enthusiasm and genuine interest in the role
- ✓ research and knowledge of the company and the position being offered
- ✓ your overall conduct

INTERVIEW GUIDELINES

If you have been invited for an interview, that's great! However, this excitement can easily turn sour if you fail to prepare properly. Preparation can be the defining factor between success and failure. Below are a few interview tips to assist you.



Understand your CV: Be prepared to expand on information already stated in your CV.

- ✓ **Know your strengths:** Aim for ten key strengths that make you an ideal candidate for the position.
- ✓ **Do your research:** Go on the internet and find out who the company is and what they do.
- ✓ **Know the position you have applied for:** Before attending an interview, please review any information which you have been sent regarding the position. If you have a job description, know this inside out.

- ✓ **Dress to impress:** Select your interview clothing carefully. Dress to create the best possible first impression.
- ✓ **Know where you are going:** Plan in advance how you are going to get to the interview.
- ✓ **Do not be late:** When attending an interview, it is always better to be early than late.
- ✓ **Initial impression:** Be aware of your body language and posture, always stand or sit up straight. Be sure to smile and give a quality handshake.
- ✓ **Confidence:** It is essential that you outline to the interviewer what you can offer the company and the benefits of employing you.
- ✓ **Do not get distracted:** Always concentrate on the interviewer and the questions he or she is asking.
- ✓ **Be honest:** It is always best to be honest when discussing your employment or educational experience.
- ✓ **Be positive:** No matter how tempting, never bad-mouth (denigrate) previous employers. It is always far more credible to focus on positive achievements and experiences.
- ✓ **Speak correctly:** Do not talk too much or too fast. Be aware of your speech when you are being interviewed.
- ✓ **Question time:** If you have prepared properly, it is inevitable that you will have some questions you will want to ask. This is a good thing as it gives you further opportunity to demonstrate your interest in the company and the position you are applying for.
- ✓ **Politeness:** Always remember to say thank you and say that it has been a pleasure meeting the interviewer.
- ✓ **Search and prepare question:** google the most common interview questions and practice them by relating to your job description. Search on how to answer behavioural, situational or sales related question using techniques.

Note* This document is provided for your guideline only. We do not guarantee that the use of these techniques will result in a job offer.