

TOP INTERVIEW TIPS

1. Research

- Website including recent news
- Job description
- Know your interviewer(s)
- Read your resume thoroughly before the interview

2. Preparation

Be able to answer the following questions:

- Why do you want this job?
- Why should we hire you?
- What do you know about our company?
- Why do you want to work for us?

3. Always be on time

- Plan your trip
- Arrive 5 to 10 minutes early, not earlier, definitely not late

4. Dress code

- Business suit
- Clean and tidy appearance
- Grooming is important

5. Etiquette

- Turn off your mobile/electronic devices
- Don't chew gum – no food or drink
- No sunglasses

6. First impressions are lasting impressions

- Stand and greet
- Firm handshake
- Good eye contact
- Smile

7. Answering questions

- Be specific with your answers
- Use examples from past experiences
- Listen to the questions before answering
- Talk “I” not “we”
- Think before speaking
- If you need clarification – ask for it

8. Behavioural questions

- “Past behaviour predicts future behaviour”
- Think of relevant examples of past experiences that will support your answers to likely questions

9. Asking questions

Do's

- Be prepared to ask questions about the company, the culture, the people, the job and career opportunity

Don'ts

- Ask about rate/salary
- Ask about trivial things, e.g. parking, lunch hour, holidays – ask your recruitment consultant
- Leave without knowing if you want the job
- Ask for direct feedback on your interview performance
- Criticize your current/former employer(s)

10. Conclusion

- Tell them you're keen
- Ask about the next step
- Thank them for their time
- Call your recruiter immediately afterwards