

**JOB  
SEEKER  
ADVICE.**

# Top Tips for Interviews

## Research



Research the company's website, including recent news. Read over the job description. Know who your interviewer(s) are. Read your CV thoroughly before the interview to be prepared.

Have answers prepared for 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?

Questions:



## Be on time



Plan your trip so that you arrive 5 to 10 minutes early, don't enter the building any earlier & definitely don't be late.

## Preparation

Remember to have a clean and tidy appearance, from head to toe. Make sure all of your clothes are ironed & in good repair.

## Be wary of odours



Put your phone on silent (no vibrate), don't chew gum, take your sunglasses off your head & don't take food or drink into the building.

## Dress code

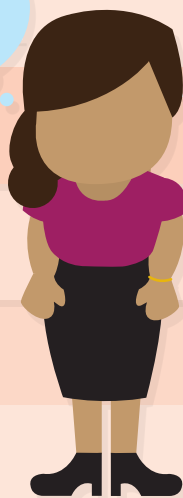
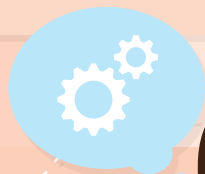




To leave a good lasting impression before, during and after the interview, follow these tips: stand and greet, firm handshake, good eye contact and smile.

## First impressions are lasting impressions

## Behavioural questions



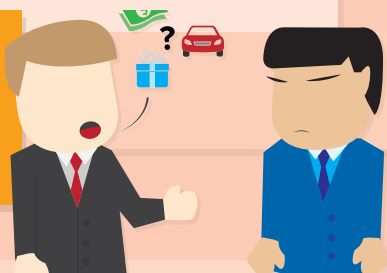
The idea behind behavioural interviews is that past behaviour predicts future behaviour. Think of relevant examples of past experiences that will support your answers to likely questions.

When an interviewer asks a question, be specific with your answers; use examples from past experiences. Listen to the questions before answering. Say "I" not "we". Think before speaking. If you need clarification – ask for it.



## Answering questions

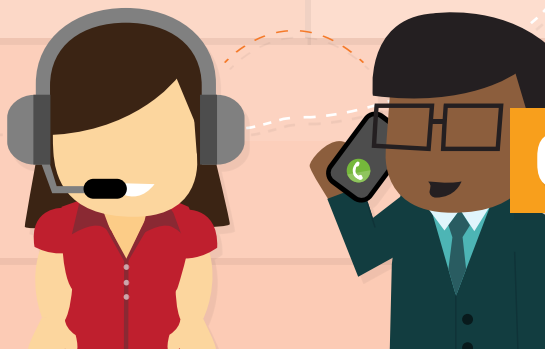
## Asking questions



**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 – criticise your current or former employer(s).

At the conclusion of the interview: tell them you're keen, ask about the next step, thank them for their time, and call your recruiter immediately afterwards.



## Conclusion