



Interview Tips

Job Research

Familiarise yourself with the company, its products and services, culture and values. The company website or advertising material is a great source of information. Try to relate what you know about the company when answering questions, when discussing your skills, abilities and accomplishments, try to match them to what the company is looking for. Knowing as much as you can about the company can help make your interview a little more interactive.

The Interview

Dress for success! First impressions count! Dress for an interview and appropriate for the role you are applying for. If you are ever unsure, it is better to be conservative and be over dressed than underdressed.

Arriving on time is important and this means arriving 10–15 minutes prior to your scheduled time. Arriving earlier may indicate poor time management skills as much as arriving late!

Attitude Stay cool, calm and confident. Speak clearly and concisely and project your voice. Pause and think before you respond to questions and ask for clarification on any points you don't understand. Take notice of your posture and be aware of your body language, this will also communicate your attitude.

Courtesy

Know the interviewer's name and make sure you use this throughout the interview. Make sure your mobile phone is switched off to prevent untimely and embarrassing interruptions.

Remember to thank the interviewer at the end of the interview and re-iterate your interest in the position.

Interview questions

Preparing your answers with commonly asked interview questions will give you confidence during the interview. Some examples are:

What were your duties and responsibilities in your last role?

What major challenges did you face while working in this role?

What your biggest accomplishment while working in this role?

Why are you leaving your job?

What are your strengths/ weaknesses? – be prepared for these questions!

In addition to the typical questions relating to your work history, **Behavioral based interview questions** are a common technique used and is based on the candidate providing detailed responses and specific examples of work experiences. This gives the interviewer an indication of how you have worked in the past and is a good indication of how you will work in the future. It will provide a clear indication of your skills and competencies.

The best way to prepare for this style of questioning is to;

1. Think of examples of where you have successfully used the skills you have acquired,
2. Determine what competencies that the employer is looking for, and
3. Access the job description which will provide details on the selection criteria.

During the interview, consider your answers carefully; emphasize your skills and the benefit they will provide to the company.

Your questions! Remember to prepare a list of questions you may want to ask the interviewer in relation to the position, company, conditions etc. showing an interest in the role.