

INTERVIEW TIPS

Tip 1: Practice makes perfect

Very few people can honestly say that they are not nervous when they attend an interview. Consider “role play” with a friend or family member to get used to the kind of questions you’re likely to be asked. The more prepared you are, the less likely you are to be nervous.

Tip 2: Dress for Success

Have a standard interview outfit that is neat, conservative, clean and ready to go. You never know when you’ll be called in for an interview. Consider something simple like black pants/skirt, plain, neat shirt and don’t forget to polish your shoes. Ladies, remember that less is more when it comes to hairstyle, jewellery and make up. Check to see that there are no stains, no missing buttons or loose threads – recruiters & potential employers pay attention to detail!

Tip 3: Plan ahead

Know where you’re going and how you’re going to get there. Consider doing a “test run” at the same time of day as your interview to be sure that you don’t run late because of traffic delays or uncertain transport.

Tip 4: Research

You must be prepared. Ask your consultant (if working through an agency) to give you as much information as possible on the company. Google the company to find out what they do etc so that you’re prepared to answer any related questions. Potential employers will want to see that you’ve taken the time to research the company and the position.



Tip 5: Arrive on time, prepared

Being late is never acceptable, but then it’s also not ok to arrive too early. Time your arrival to be there 10 minutes before the scheduled interview. If you arrive at the place too early, rather wait outside until 10 minutes before your appointment. Remember to bring your ID, copy of CV and other references/qualification documents.

Tip 6: First impressions last!

It takes just 30 seconds for someone to make a first impression. Remember to smile, be positive and friendly. Body language is important so sit straight up in the chair, keep your hands and feet from fidgeting and listen carefully to the question before giving an answer. Under no circumstances should you chew gum, answer or play with your phone, either in the reception waiting area or the interview itself.



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