

## Top 10 Tips for the Interview

### BEFORE

#### 1 Learn all you can about the Company:

Once you get a call for a job interview, begin researching the company thoroughly. Visit their website; know it's mission statement, gather information about it's products and services. Also learn about it's competitors.

#### 2 Appearance Matters:

Plan what you are going to wear, always dress appropriately and neatly for an interview. Wear formal clothes. Women should avoid wearing flashy clothes and accessories. Avoid strong perfumes or aftershave that may overpower the interview panel.

#### 3 Application Form:

When preparing for your interview read through your application form thoroughly. Think of possible interview questions you may be asked and answers to these. Also think of some suitable questions you would like to ask the employer at the end.

#### 4 Be positive:

Listen to some soothing music. Relax. Do some breathing exercises. These will help you to get over your nerves. Confidence is an extremely attractive trait to an interviewer.

#### 5 Be Punctual:

Always arrive at the interview 15 minutes early. (Check out the location, public transport, parking). Bring employer details with you in case you are running late - which should not happen!

## DURING:

### 6 Body Language:

Greet the interviewer with a smile and a firm handshake. Lean forward, speak with confidence, sit up straight and maintain eye contact throughout the interview. At the end of the interview, shake the interviewer's hand and thank them for their time.

### 7 Honesty is the best policy:

You may be tempted to change or lie about facts to seem more attractive to the interviewer, but lying can sink your chances of getting the job. Interviewers are trained to read people and to research backgrounds. You are very likely to be discovered if you don't tell the truth. If you can, explain how you plan to get the skills required, eg. undertake a course.

### 8 Listen carefully and speak clearly:

Ask the interviewer to repeat the question if necessary. Avoid fillers like 'umm', 'you know', 'to be honest' while answering questions. Pause, think, gather your thoughts, and speak slowly and clearly. It will be better to have a period of silence while you collect your thoughts than blurting out something thoughtless to avoid uncomfortable silence. Try not to ramble. Structure your answer and build rapport with the interviewer or panel.

### 9 Ask questions:

Avoid questions about salary and benefits. Instead, ask questions about opportunities for personal growth and the goals and ambitions of the company as a whole.

## AFTER:

### 10 Don't hesitate to follow up:

Follow up with employer if you have not heard from them after a week or so. If you are not successful ask for feedback from the interview. Use your feedback to help you prepare for your next interview.

By following these steps, you have the basis for a successful, stress-free interview.