

Interview Tips

Before

- Arrive 30 minutes early to avoid any traffic problems. You should familiarise yourself with the route the previous day. Arriving late for a job interview is never excusable.
- Be pleasant and courteous to the receptionist when announcing that you have arrived for interview.
- Presentation is vitally important (first impressions count) so dress professionally. Sunday best not Friday night best.
- If presented with an application form prior to interview, fill it out neatly and ensure you answer the questions thoroughly.

- Make sure you have researched the company.
- Have a list of questions ready to ask; try to foresee what you will be asked and prepare appropriate answers.
- Know your Covering Letter & CV thoroughly; it creates a bad impression if you are not able to elaborate on qualifications, experiences and interests.

During

- Make eye contact, give a firm handshake, smile & have a positive attitude.
- Speak slowly and clearly. Don't rush your answers. Feel free to think about the question before answering.
- Highlight your accomplishments & achievements.
- Ensure that you answer every question fully & honestly.
- Ensure that you are consistent in your answers throughout the interview.
- Ask questions to show your interest in the company & the position.
- Acknowledge weaknesses but try to present them as positively as possible.

Never

- Answer with a simple 'yes' or 'no'. Explain & give examples wherever possible. Try to make your examples concrete.
- Say anything negative about present or previous employers or colleagues.

Always

- Thank the interviewer for their time.

There is a list of common interview questions on the 'Interview Questions' handout.