



## INTERVIEW TIPS

### Prepare:

- » Research the company and position you are applying for, you can do this by browsing their website and reading any articles published. Also find out about their industry. Talk to friends and colleagues you will be surprised what they will know.
- » Know your CV; your prospective employers may question you on your experience, qualifications and ability to do the job.
- » Make a list of your strengths and weaknesses. Talk about how your strengths can benefit the employer and be positive about your weaknesses.
- » Find out who will be interviewing you, how long the interview will last and what the format will be i.e. Competency based or informal.
- » Prepare questions for the interviewer and don't be afraid to ask them.

### Practice:

- » Research typical interview questions and practice your answers.
- » Practice in front of a mirror or family and friends; have them come up with questions to get you thinking on your feet.
- » Visualise yourself at the interview being confident and in control.
- » Remember practice makes perfect.

### Presentation:

- » Dress appropriately, it's always a good idea to plan what you will wear and ensure you are well groomed.
- » Be punctual, plan your trip and give yourself extra time in case something unexpected happens, better to be early than late.
- » Greet the interviewer with a firm handshake and make eye contact throughout the interview.
- » Listen carefully as one question may have two or three parts to it and will require equivalent answers.
- » Give examples from previous roles especially if it is a competency based interview.
- » Be friendly, polite and professional at all times.