

# Interview Tips



The key to a confident and successful job interview is preparation, preparation, preparation.

## Do your homework

Research the organisation's website and learn more about them.

- Check the internet to see if there have been any major announcements, news, reports or other information about the organisation. Build your knowledge.
- Review the Position Description.
- Know your interviewer(s).
- Read your resume thoroughly before the interview.

## Think about:

- Why you want this job
- Why the organization should hire you
- What you have to offer
- Your knowledge of the organisation
- How you will get to your appointment and arrive 10 minutes early.

## Questions

- Prepare some questions about the company, the culture, the people, the role and career opportunities.
- Don't ask about rate/salary.
- Don't ask about trivial matters.
- Don't criticise your current/former employer.
- Don't ask for direct feedback on your interview performance.
- Don't leave without knowing if you want the job.

## Conclusion

- Tell the interviewer(s) you are keen.
- Ask about the next step.
- Thank them for their time.
- Contact your recruitment consultant immediately afterwards.



*Employees thrive in an environment that supports an open and creative exchange of ideas.*