

Interview Tips

Pre-Interview



Presentation

Ask yourself these questions: Have I polished my shoes? Are my finger-nails clean?

First impressions are very important. You won't get a second chance at making a first impression. You will need to look, act and dress professionally. A dark suit and tie or skirt and jacket are professional more ...

Preparation

Being well prepared before attending an interview will assist you in presenting to the employer as a confident, assured and interested candidate, worthy of definite consideration for the role.

Here are a few points to consider before walking out of the door...

- Always do some **research**. Online is the fastest and most convenient way to begin your research.
- Familiarise yourself with the **company's values and its core products and services**. Seek out information regarding the industry that the company is involved in, their current status in the market place and any competitor information that may be relevant.
- Bring an original copy of your resume plus extra copies to the interview, and **be familiar with your CV** and be prepared to answer questions from it.
- Prepare yourself in advance with some **common interview questions**.
- Make sure you are aware where the interview is located, **any specific directions** and obtain clear clarification on the interview time.
- **Present 5-10 minutes early**. Don't make it too early as this can cause irritation for the interviewer or can give the wrong impression about how you manage your time.
- Remember to **greet your interviewer** with a "firm" handshake and a warm smile.
- Make sure that your **mobile telephone is switched off**.
- Practice good poise. **Do not slump**
- Think before you speak, don't be afraid of a silent **pause**.