

10 Interview Tips

Stay focused on these 10 basic tips to prepare for your interview and to drive off any potential anxiety before you go on that all-important interview.

1. Do your research

Researching the company before the interview and learning as much as possible about its' services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself in the interview.

2. Dress appropriately

Depending on the industry and position, select what to wear to the interview that best represents their expectations. Above all, dress for confidence and comfort.

If you feel good, others will respond to you accordingly.

3. Be prepared

Bring along a folder containing extra copies of your CV, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

4. Be on time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like peak-hour traffic and finding a carpark. Enter the building 10 minutes before the interview.

5. Show enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak clearly and in a confident voice. Most employers will expect candidates to be nervous so be relaxed and enjoy the interview process!

6. Listen

One of the most neglected interview skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

7. Answer the question asked

Candidates often don't think about whether they are actually answering the questions their interviewers ask. Make sure you understand what is being asked, and get further clarification if you are unsure.

8. Give specific examples

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behaviour can indicate your future performance.

9. Ask questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. The questions you ask indicate your interest in the company or job.

10. Be prepared

It is important to appear confident and relaxed for the interview. One way to do that is to be prepared to the best of your ability. There is no way to predict what an interview holds, but by following these important rules you will feel less anxious and will be ready to positively present yourself.

Notes: