

Interview Tips

Interviews can be daunting especially if you have never had one before but like anything else, it is a skill that can be practised and perfected. The more carefully you prepare, the better you will do.



A Successful Interview is:

- **Social:** You should demonstrate that you'd be a pleasure to work with.
- **Professional:** Your presentation must be sharp, efficient, and diplomatic.
- **Human:** You need to present yourself as genuine and earnest.

Remember the Details Matter: From your outfit to your posture, everything is information.

What Employers Look for at an Interview

Because the process is so brief, interviewers are looking carefully at the following:

- **Your Appearance:** Are you stylish, professional, and meticulous?
- **Your Body Language:** Are you someone who portrays themselves as confident and successful?
- **Your Confidence:** Do you feel qualified for the job and able to handle the responsibilities?

Some Important Do's and Don'ts of Interviews



- Do come prepared.
- Do arrive early.
Do quiz yourself in advance with practice questions
(<https://www.totaljobs.com/insidejob/most-common-interview-questions/>)
- Do sit up straight and speak with confidence.
- Do make eye contact.
- Do take some time to consider your answers and respond thoughtfully.
- Do your research about the company and the employer beforehand.
- Do set up Google alerts to keep you up to date of the latest developments at the company.

- Do ensure that your most recent posts on your social media accounts show something positive and professional.
- Do use language that is appropriate for the job environment and demonstrate your experience by using a bit of well-placed jargon.
- Do understand that interviews are as much an opportunity to show the employer that you would be a pleasant person to work with as they are to demonstrate skills and experience, be yourself!
- Do consider your career goals and clearly define your reasons for wanting the job.
- Do practice your interview skills with a friend or colleague.
- Do prepare answers to common interview questions.



- Don't stress yourself out by dwelling on negative possibilities.
- Don't simply recap your CV. An interview is a chance to demonstrate all the qualities your CV cannot.
- Don't forget to smile
- Don't fail to use the interview process as a networking opportunity.
- Don't get flustered if you slip up on a question.
- Don't be late because you get lost along the way or encounter some unexpected circumstance. Plan for delays.
- Don't forget that this is a fundamentally social situation. Be yourself!
- Don't allow your answers to go off focus of the question asked. Keep the focus on your best qualities.
- Don't be afraid to admit you don't know the answer to a question. It's better than faking it.
- Don't speak ill of former employers or colleagues.
- Don't reveal unnecessary personal information or make unprofessional remarks.
- Don't forget to give a firm handshake.
- Don't brag or oversell yourself.
- Don't forget to highlight your biggest strengths.
- Don't panic! You'll do great.

