

# INTERVIEW TIPS

## 1. Be Prepared

- Selecting appropriate attire (clothing) beforehand
- Researching the company
- Preparing a list of questions you have for the interviewer
- Take a copy of your CV in the event that your interviewer does not have one on hand
- Any certificates or evidence of qualifications should also be carried
- Practice sample interview questions to prepare you and gain confidence

## 2. Make a Good and Lasting First Impression

- First impressions last; the interview is an opportunity to market yourself
- Create a good impression by being yourself
- Attend to your non-verbal communication, such as a firm hand shake
- Maintain eye contact throughout the interview
- Take the first few minutes to develop rapport with your interviewer
- You need to appear poised, comfortable and relaxed during the interview
- Any documentation that you intend to share with the interviewer should be presentable; bind a CV booklet and photocopies of your professional qualifications

## 3. Emphasise Your Skills and Accomplishments

- Focus on your skills and accomplishments during your high school education or your academics. This can include activities in volunteering, computer and language skills. Previous internships or work experience are important to mention.
- Focus on transferable skills like communication, interpersonal, organisational, strong analytical and problem solving.

## 4. Provide the interviewer with examples your skills

- Behavioural Interviewing is popular today. This is where the interviewer will ask you a situational question or give you a scenario and ask you how you will handle a specific situation.
- Preparing for these types of questions before the interview will provide a quick reference to relevant experiences. (For example, describe a situation where you were able to think on your feet and come to an immediate decision to get a project completed on time). The interviewer is interested in your problem solving capabilities and ability to think critically.

## 5. Understand the question before answering

- It is appropriate to ask the interviewer for clarification or to repeat the question.
- Don't answer if you did not hear what the interviewer was asking.

## 6. Follow the interviewers lead

- Don't spend too much time on a question but make sure you answer it right or to the best of your ability.
- You can check with the interviewer to see if you answered correctly by asking if he /she would like additional information.

### **7. Emphasise the positive**

- If you are asked during the interview to give a list of your strengths and weaknesses. Please focus on the positive.
- When referring to a weakness, recognise those things you feel you need to work on and quickly shift to actions you have taken to improve in this area. Give an example of how you are progressing in that area.

### **8. Bring samples of your work**

- If you are in the field such as graphic design, photography, education or communication where a sample of your work would be helpful, bring these samples with you to the interview.
- Ensure these are also neatly presented

### **9. End the interview with confidence**

- The beginning and ending of the interview can be the most crucial aspects of the interview. End your interview with confidence.
- Thank the interviewer for his/her time and ask when you may expect to hear back from them.

### **10. Follow-up the interview with a THANK YOU NOTE**

- Send a thank you note to everyone who interviewed you on the day of your interview.