



Top Ten Interview Tips

1. Know the company

Most all companies these days, have a *website* – ensure you Learn as much about the company before attending the interview. Be Careful – don't come across as a know it all. Instead, use the information to ask questions about the company and role.

2. Rehearse the questions

List on paper all the questions you think an interviewer may ask you. Prepare sample answers, writing these down also – the act of writing down the questions and answers will ensure you remember them. Practice with someone answering these questions.

3. Identify your weaknesses

Think about your weaknesses. What would you be prepared to expose as an area of your experience/skill that is currently lacking? Interviewers expect people to emphasize their strengths but do not expect to hear of a “need”. They will appreciate your candor, it will impress them. However, ensure whatever you disclose can be easily remedied or you can show how you are overcoming the weakness.

4. Re-read your resume

Go over your resume and plan how you will address any “time gaps”. For instance, if you had a couple of months between leaving one job and taking up the next, make sure you have a legitimate explanation.

5. Be driven by your achievements

Ensure your past history, academia and work, is *achievement driven*. Be prepared to talk about specific achievements rather than your job description. Explain how you feel/felt about a success or failure.

6. Questions

Avoid those questions that push the interviewer for a commitment – unless you are interviewing for a sales job.



Try these:

- “Would you tell me about the people who work in the team?”
- “How have other people progressed in the organization?”
- “What is the decision process and timeframe for selecting someone for this role?”

7. Using third person tense

Use *third person tense*, not “I” when talking about the job. Avoid sounding as though you assume the job is yours. Don’t ask: “What would my salary be in a year’s time?” Instead: “What would the position potentially pay in a year?”

8. Be positive

Find something positive about the company from your web browsing that you feel the interviewer will know about and feed them the opportunity to (proudly) talk about it. Leaving a good impression after the interview may help with other recommendations or referrals either within or outside the company.

9. Photographs

IF your resume does not contain a *photograph* ensure that you have both a spare photo and resume with you. When the interviewer is going back through their interview notes it helps them to recall you more easily.

10. Be sure of the interview location

Regardless of how genuine the reason, a late arrival is usually viewed as a huge negative and your fault. Make a *test run* to the interview location the day before. Ensure your mobile phone is fully charged and use a GPS app if possible. Should you get stuck in traffic, you can at least warn the interviewer of your delay and approximate time of arrival.

