



INTERVIEW TIPS

These interview tips cover all the basics you need to know to get that job! From checking out the company to sending an interview thank you note, make your interview a success when you follow these tips.

Dress for interview success

The first impression you make on a potential employer can make a big difference. The first judgement an interviewer makes is going to be based on how you look, what you are wearing, personal appearance and your confidence.

Improve your interview technique

A job interview gives you a chance to shine. What you say and do will either move you to the next round of consideration for employment or knock you out of contention. Practice, practice, practice questions and answers. Be prepared!

Know yourself - your strengths, weaknesses and accomplishments. A job interview is not the time to wing it! Be confident about what you have done, what you can bring to the company and where you excel.

Practice interviewing

Taking the time to review typical interview questions you will probably be asked during a job interview will help give you a framework for your responses. It will also calm your frazzled nerves, because you won't be scrambling for an answer while you're in the interview hot seat. Practice interviewing with a friend or family member ahead of time and it will be much easier when you're actually in a job interview.

Know your key strengths

Be prepared to discuss, in detail and with examples, your four to six main attributes. The ones most compatible with the job you are being interviewed for. Discuss each with specific examples.

Provide examples/details

Support statements about yourself with specific examples. These will provide legitimacy to your claims. Examples will demonstrate what you have done in the past. Past behaviour is the best indicator of future performance.

Be self-confident

High self-esteem and self-confidence are the hallmarks of the successful individual. With confidence, be able to demonstrate how you have overcome obstacles.

Research the company

How much do you know about the company? It should be plenty, and all the information you need is available online. Your effort will show in the job interview and you'll be seen as proactive, hardworking and astute.

Arrive 15 minutes early

Punctuality is a subtle clue about attitude and behaviour. Tardiness, no matter what the excuse, is a major blunder. Research in advance what your parking options are and allow plenty of time.

Exhibit enthusiasm and remain attentive

First impressions, positive or negative, dramatically affect the ultimate evaluation. You can make or break a job interview within the first five minutes. So, stay alert during the job interview and maintain good eye contact. Sit forward in your chair and show high levels of interest and stay enthused. By the conclusion of the interview, state that you are definitely interested in the position and would like to know when the next step will take place.

Nerves

If nerves get the better of you beforehand, try and slow your breathing down. Take slow, deep breathes in through your nose and use your diaphragm. Breathing in through your chest can aid the tension you feel, particularly in the neck and shoulders. However, any breathing exercises will go to waste if you rush your answers once you're in the room. Good pauses are natural and will help you to remain in control of your breathing and general flow. Giving yourself time to think will help avoid a rushed answer and a shaky voice.

Take the time to say thank you

Taking the time to say thank you after a job interview not only is good interview etiquette, but also reinforces your interest in the position.