



recruitment

## All About Interviews

### How to Prepare for an Interview

**Prepare for the Interviewer to ask you questions such as:**

- Why do you want to work for this company?
- What did you do in your previous position?
- Why did you leave your last position?
- Give me some examples for the most difficult problems you encountered in your previous position. How did you resolve them?
- What do you consider to be your strongest qualities?
- What do you consider to be your biggest weakness?

### What to Take to an Interview

- Another copy of your CV
- A legal form of ID like a drivers license or passport
- Copies of Qualifications

### Interview Guidelines

Being interviewed for a new job can be a daunting experience for us all. However preparing for it as best you can will give you confidence and ensure that you can present yourself like the star you are!

Take the time to read through the following interview tips, take a few deep breaths and GOOD LUCK!

#### **DO –**

- Dress smartly – e.g. iron your shirt, wash your hair and clean your shoes. Remember, this interview is like a professional business meeting, the interviewer will expect you to be dressed accordingly.
- Wear a personal deodorant. Being nervous can make you sweat just that little bit more.
- Be prepared! Make sure you know the name of the person you will be meeting, how to pronounce their name and know their role in the organisation. If in doubt, you can ask the recruitment agency first or call the reception desk.
- Have a firm handshake and make eye contact.
- Listen carefully to the questions and then take your time to answer – don't feel rushed or you may give vague answers.





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- Remember that the interviewer is not trying to trick you or trip you up – they have a vacancy they need filled and they will be using the interview as an information gathering exercise to find out if you are the right person for the job
- Remember that the interview is also a two way process. Take the opportunity when provided to ask the interviewer questions that will help you to decide whether the organisation is right for you
- Be 100% honest! Never ever lie about your experience or skills
- Be prepared to give examples of your experience and to expand in more details on your answers to some questions
- Thank the interviewer for their time!

### **DON'T -**

- Be late! If you find you are running late, always call us and let your interviewer know and estimate when you expect you will arrive. To avoid these situations make sure you factor in things like:
  - Traffic conditions
  - Finding parking
  - Paying for parking and allowing enough time
  - Locating the building
  - If you get the bus, always get the earlier one
- Slouch, mumble or answer questions with only "yes" or "no".
- Say anything negative about your previous employers.
- Eat, drink or smoke during the interview.
- Turn up to an interview smelling of cigarette smoke or overpowering perfumes.
- Have your mobile phone on or on silent mode.

