

Interview Advice and Guidance



At an interview the interviewer will not only evaluate you but see whether you 'fit' into the organisation. An interview should be a two-way communication process which includes non-verbal communication; body language.

Preparing for your Interview

The key to a successful interview is plenty of preparation and research. Also revise and make sure you have a copy of your CV to take with you.

The interviewer will ask you to draw on your experiences to answer questions. So preparing possible answers will help you to articulate what you want to say and not babble.

This is a list of things you may be asked about:

- How your present and past experience relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer
- Past experiences you want to highlight such as volunteer work, hobbies, travel

Before the Interview Day

Research the Company, it is likely you are going to be asked something about their values or products. Their company website will probably have the answers they are looking for, become very familiar with it!

Make some notes on the company from their website with your own thoughts.

On Interview Day

Dress Professionally

Dress in line with the company you are going to be interviewed by. If in doubt, wear a suit. Visual impressions are very important and will influence the interviewer whether they are aware of it or not.

Arrival

Arrive early so you can get your bearings and arrive calm. DO NOT arrive late. Nothing destroys your chance at impressing an employer more than arriving late and offering no explanation. If you learn at the last minute that you are going to be arriving late at the interview, call and let the interviewer know.

First impressions

First impressions take thirty seconds to make.

Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients.

Body Language

Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch. Speak Clearly - Don't mumble

Listen Before Answering

Allow the employer to begin the interview, but be prepared with some opening statements or questions such as, "I understand that this position involves...", or "What are you looking for in a job candidate?" Make sure you understand the question. If not, ask the interviewer to clarify it.

Previous Employers

Never, ever say anything negative about your present or previous employers. No matter how much you may have disliked someone, find a way to give your experiences a positive spin.

Thank the Interviewer

On leaving, thank the interviewer for taking the time to interview you.

Next Day

Send a thank you email. . Express your appreciation for the opportunity to be interviewed, re-confirm your interest, and re-emphasize how your background and skills are of interest to the company.



General questions you may be ask in an interview

- Tell me about yourself.
- What are your key experiences and accomplishments?
- How would you rank your achievements?
- What are your strengths and weaknesses?
- How would your friends describe you?
- Explain your reason for leaving your current job.
- What are the most important things to you in a job?
- What do you value in a supervisor?
- How would you describe your management style?
- What appeals to you about this job and organisation?
- Describe the ideal position in our company.
- What qualities do you think make someone successful in our industry?
- What would you like me to know most that is not on your CV?
- Explain your understanding of the issues and trends in your specialty and in the overall industry.
- Why are you qualified for this position?
- Give an example of a situation where you demonstrated leadership.
- Give an example of how you worked on a team.
- Do you have any questions? Questions for the interviewer are queries that usually focus on the culture or mission of the company, and job responsibilities. Not salary, benefits, or holidays which you can inquire after you have been offered the job.



Phone Interview

Many companies like to do an initial phone interview before deciding who to invite to a formal or second interview (if the interview process is in stages).

Objective

Your aim is to get an invitation for a personal interview, and to gather more information for future steps in the process.

Preparation

Have a pad, pen, and a copy of your CV near the phone. Use a phone in a quiet area. Avoid any background noise.

Talking

Speak with a smile and be enthusiastic. Your enthusiasm will carry through to the interviewer. Speak in a conversational manner, and speak loud enough to be heard.