



# Successful Interview Tips

Our experience of arranging interviews has shown us the techniques for success and we know that the better prepared you are the more confident you will feel. Whether you are experienced at interviews or not, this guide will help you to prepare.

Getting an interview means that the company is already interested in you. It is an opportunity to prove that you are the best person for the job, and this involves some work before you go.

It is worth bearing in mind that by this stage the employer hopes that you will be the ideal person to fill the vacancy.



## PREPARATION

### i. Find out about the company

- What are its products or services?
- What size is it?
- Who are its competitors?

Ask for a job description before the interview to find out which of your skills and qualifications are relevant to the company. This will help you to prepare specifically for this interview



## DURING THE INTERVIEW

### i. How to behave

- Take your tone from the interviewer, some will be very formal, others prefer a relaxed approach
- Make good eye contact (but don't stare!) Smile where appropriate !
- Don't sit down until you are asked and give a good strong handshake!
- Look alert and sit upright and try to relax
- Rest your hands on either on the table or in your lap, it creates an impression of composure, however false!
- Ladies, if in a skirt, cross ankles while sitting
- Don't eat or smoke even if invited, but do accept a coffee, tea or water if you want to.
- Watch out for nervous habits such as bouncing knees, biting lip, twirling hair, etc.
- Listen carefully and concentrate, and don't interrupt
- Show interest and enthusiasm. Be honest
- Talk slowly and clearly
- Keep your answers clear and to the point and avoid talking for too long
- Take time if necessary before answering a question or ask for clarification if you are unsure of the meaning
- Don't be afraid to admit if you can't answer the question
- Don't criticize your current employer, or reveal confidential information
- Find opportunities to sell yourself, relating your skills to the job. An employer is looking for determination, enthusiasm and a willingness to learn
- Concentrate on positive words, such as "enjoy" and "enthusiastic".
- Ask about training and who you will be working with
- Unless the interviewer raises the subject, leave questions regarding salary, benefits and working conditions for the next stage of the recruitment process
- Ask when you will be given a decision
- Don't ask questions which have already been answered during the interview and try to avoid giving the impression that you have prepared a long list



## THE END OF THE INTERVIEW

The end of the Interview gives you a chance to leave the interviewer with a favorable impression of you. In a way it's just as important as the beginning. Thanks them, give a strong handshake.



## Successful Interview Tips



### AFTER THE INTERVIEW .....



Wait to hear about the job before calling them. It is polite to send a thank-you follow up letter for receiving the interview. Only call if you have not heard after 2 weeks. **GOOD LUCK!!**