



# INTERVIEW TIPS

Get Organised

Get a Job

Get There

## Have you done your research?

There is nothing worse than rocking up to a job interview unprepared. It shows the interviewer that you are uninterested and haven't done your homework. Before you head in for your interview make sure you do some research about the company and the position you're applying for.

Websites are the best place to get a good understanding of the company and its culture.

## Have you considered your answers?

Think about the questions you have been asked at interviews before. If you have been to several interviews you would see a pattern in the questions that are asked. You can guarantee you will be asked about your skills, experience, difficult situations you've overcome, hobbies etc. Most of these will be open ended questions so make sure you give thought to your answers and not just a yes or no.

You will also be asked why you want that particular position and why you would be the best candidate for it. Make sure you have answers prepared for these questions.

It's also worthwhile being prepared to answer unpredictable questions, such as "if you were an animal what would you be?" Most of the time interviewers don't care what your answers are but rather use this as an opportunity to see how good you are with thinking on your toes and dealing with the unexpected.

Lastly, it's easy enough to say you have experience when you haven't, but it's a sure way to set yourself up for failure. Be honest! If you don't have experience in something then say so, but explain how you're interested in that area and keen to learn.

## Make a list of questions

Show your interviewer that you're thinking about how the job relates to you and how committed you are by asking them questions. You would have done your research on the position so think about such questions that relate to the position, the company's operations or the culture of the organisation.



# INTERVIEW TIPS

Get Organised

Get a Job

Get There

Interviewers like you asking questions as it shows that you are genuinely interested in the position and the company.

## Tips to get you through on the day

- Be enthusiastic but don't go overboard – you want to come across as genuine
- Be concise – if you find yourself rambling stop and take a minute to think about how you will finish your point.
- Be positive - If you are asked about a negative experience concentrate on what you learned from the experience.
- Be truthful or you risk setting yourself up for failure
- If you don't understand the question being asked, always ask for clarification
- If you feel you've answered the question but you're not sure that you've said enough ask the interviewer if they would like more information
- Silence is your friend. It's much better to take a moment to think about your response than to ramble on and not answer the question.
- Use the right body language, it says a lot about a person. Sit up straight and try not to fidget. If you feel like you are fidgeting place your hands on your lap, it will stop you from playing with anything that might be in front of you.
- Shake hands firmly
- Smile when you meet the interviewer and when appropriate during the interview. You want to come across as positive not psychopathic.
- Make eye contact
- Be yourself – make sure you remain professional but also show the interviewer your personality.