

INTERVIEW TIPS

Always arrive for an interview **10 – 15** minutes before your interview. At some companies it is expected of you to complete documents beforehand. When going to a large corporation it takes time for the interviewer to reach you or vice versa

When meeting your interviewer...

A handshake tells a lot about a person and yours needs to be firm. A firm handshake means confidence and that in place, makes your interviewer confident about your abilities. Keep eye contact with your interviewer.

Dress for success...

When getting ready for an interview, it is important to know the type of company you are going to and perhaps find out from your consultant beforehand what the dress code is for normal employees. This does not mean that should the employees wear flip flops and jeans to work, that you automatically do the same.

The Golden Rule in Dressing for an interview is always – rather OVER dress than UNDER dress.

ALWAYS ensure that...

- Your clothes are ironed and clean.
- You smell good (cigarette smoke and others create unfavorable reasons for remembrance)
- Put on deodorant and ensure that your breath is fresh.
- If you are going to have to walk far to get to the interview, take some extra time to get yourself together so that you do not arrive out of breath and sweaty.

Things to think about:

- Know your CV – know the companies and the dates that you worked at that particular company
- Research the company, it gives a good impression knowing what they do, what their values are etc.

General Behaviour:

- Shake hands firmly, but remember it's not a strength contest.
- Sit up straight.
- Listen to the questions properly before answering – do not interrupt.
- SELL yourself, but do not come across as arrogant



Here are some examples of questions you might be asked:

- 1. Why haven't you found a position before now?**
Finding a job is easy but finding the right job is difficult. Stress that you are being selective and are looking for the perfect "fit".
- 2. Have you thought of leaving your present position before? If so, what do you think held you there?**
Explain that your job is no longer challenging and that you feel your talents are best used elsewhere.
- 3. What do you think of your boss?**
It is never a good idea to badmouth your boss or company. Focus on the positive things you can mention.
- 4. Could you describe a situation in which your work has been criticized?**
Be as positive as you can and emphasize what you learned from the situation.
- 5. What other types of jobs or companies are you considering?**
Keep your answer related to this company's field and don't give out specific company names.
- 6. Tell me about yourself.**
Keep your answer to one or two minutes and don't ramble. Use your resume summary as a good place to start.
- 7. What do you know about our company?**
Do your homework before the interview. Spend some time on the internet or at the library researching the company. Find out as much as you can, including products, size, income, reputation, image, management talent, people, skills, history and philosophy. Project an informed interest in the company and allow the interviewer to tell you about their company.
- 8. Why do you want to work for us?**
Don't talk about what you want, instead, talk about their need. You would like to be part of a specific company project, or you would like to solve a company problem. You can make a definite contribution to specific company goals.
- 9. What would you do for us and what can you do that someone else can't?**
Relate past experiences that show you've had success in solving previous employer problems that may be similar to those of your prospective employer.
- 10. What about the job on offer do you find most attractive and least attractive?**
Ensure that you list three or more attractive factors and only one unattractive factor.
- 11. Why should we hire you?**
Due to your knowledge, abilities and skills



12. What do you look for in a job?

An opportunity to use your skills, to perform well and to be recognized

13. Give me a definition of a... (Position for which you have applied)

Keep it brief and give an action and results orientated definition.

14. How long would it take you to make a meaningful contribution to our firm?

Not long at all – you expect only a brief period of adjustment to the learning curve.

15. How long would you stay with us?

As long as we both feel that I am making a meaningful contribution and am growing within my role and the company.

- Perfect Interview by Max Eggert

