

In2work – Interview Tips

Introduction

This document has been formulated to assist candidates in their preparation for interviews with potential employers. The tips within this document may be nothing new to many candidates however read prior to an interview may assist in helping the candidate adapt to the interview structure and provide guidance as to what may occur at the interview.

1. Preparation

Do as much preparation as possible prior to the interview.

- a. Research the company, its core markets, History, size, turnover, the demographics they work in and review their social media pages such as Facebook, LinkedIn, Twitter and Instagram. Also check out media such as news and press releases. Also research the interviewers and their roles in the company
 - b. Prepare for what types of questions may be asked such as:
 - i. Why did you leave your last role?
 - ii. Why are you looking to leave your current role?
 - iii. What do you enjoy and not enjoy about your current employer?
 - iv. Have you had experience performing this type of role?
 - v. What motivates you?
 - vi. What are your Strengths? Weaknesses?
 - vii. How would you describe yourself?
 - viii. Have you been in a situation whereby...and how did you handle it?
 - ix. How do you handle conflict?
- Test your ability to answer fluidly and with no hesitation.
- c. Read the Position Description if provided
 - d. Iron clothes and shine shoes the night before – choose comfortable business attire
 - e. Prepare anything that you will take to the interview the night before – it's not a bad idea to print out a few copies of your Resume to take with you
 - f. Research the location and prepare the best possible route – allow for traffic and the unexpected – try to arrive 20 minutes early
 - g. Avoid Rushing on the day of the interview – you are trying to stay in a calm and relaxed state

2. Presentation

Arrive well presented and ready to the location at least 15 minutes prior to the interview.

- a. Sit at a position whereby you can see who enters and so that you are aware of your surroundings. Make sure that you are within earshot of reception
- b. In your possession should be a copy of the Position Description, a Pen, a Few copies of your Resume and perhaps a copy of the Advertisement if that is how you applied
- c. In the time you are waiting review your CV, the Position Description and the Advertisement
- d. Greet the interviewer when they call you with a smile , a handshake and introduce yourself

3. Position

Sit in a position at the table whereby you are facing all interviewers face to face and front on.

- a. Keep an upright posture
- b. Place your belongings to your side
- c. Distribute your CV if required to the Interviewers

4. The Interview

Once the cordial meeting and general greetings are over the interview will start. Sometimes it will be formal and sometimes not depending on the Interviewers.

- a. Maintain Posture
- b. Maintain Eye Contact
- c. Address the interviewer who asks the question
- d. Answer the question succinctly – if you have trouble understanding the question say “Im not sure I understand the questions - Could you please elaborate?”
- e. Don't ramble!
- f. Dependent on how the Interviewer guides the Interview, generally answer their questions first before asking your own.
- g. At the conclusion of the interview, thank the interviewers with a handshake and a smile.

5. Post Interview

Get in contact after 3 days if you haven't received feedback. This is generally enough time for the interviewers to have made a decision as they may have other candidates to interview.

- a. Call the Interviewers before emailing – this continues the relationship and is more personable
- b. Whether the feedback is good or not make sure that you again thank them for taking the time to speak to you.
- c. If the feedback is good, ask them what the next step is and offer references.

The most important thing to remember is that the Interview is an opinion only – don't be upset if it doesn't go your way. The more interviews you attend the better the chances are that you will be successful, and you will be more relaxed and be aware of what may happen within the interview.

This document is intended as a guide only – please feel free to change areas to suit yourself and your situation.

Best of Luck!