

INTERVIEW TIPS

- 1. Research the company.**
- 2. Find out where the company is located, plan your route and if necessary do a dummy run.
Being late for the interview will make a very bad impression with an employer.**
- 3. Get your clothes ready the day before, you need to look clean, tidy and presentable.**
- 4. Get any documents you need to take with you ready in advance.**
- 5. Think about what questions you will be asked and prepare your answers.**

The 3 most popular questions are:

- a. Tell me about yourself**
- b. Why do you want this job?**
- c. Have you got any questions for me?**

**You will also normally be asked example questions
e.g. Give me an example of when you worked well in a team
so read the job description ,identify the required skills and
prepare some examples .**

- 6. Prepare some questions to ask the employer at the end of the interview.**
- 7. Exhibit positive body language during the interview, maintain eye contact ,smile and be polite and friendly.**
- 8.Listen to the question you are being asked and try to sell yourself as much as possible .**
- 9. After the interview spend a few moments reflecting on how the interview went..what questions did you struggle with..you can work on those for next time.**
- 10.Always follow up your interviews and it can be a good idea to send a thank you letter..it may prove useful in the future.**