



## Interview tips

### Do

- Arrive on time, or better yet 10 minutes early
- Refer to the interviewer by name
- Smile and use a firm handshake
- Be alert and act interested throughout
- Maintain eye contact at all times
- Make all comments in a positive manner
- Speak clearly, firmly, and with authority
- Accept any refreshment offered
- Promote your strengths

### Avoid

- Be overly aggressive or egotistical
- Spending too much time talking about money
- Acting defensively when questioned about anything
- Speaking badly about past colleagues
- Answer with only yes or no (unless asked to do so)
- Excusing yourself halfway through the interview
- Asking for coffee or refreshments

## How to prepare for the interview

Once you get the call for the interview, the next thing that you have to do is prepare for it. You may be excited and nervous so you need to be in control of the situation. You can never over prepare for an interview. The more prepared you are, the harder it will be to make mistakes. It is best to prepare yourself emotionally as well as intellectually for an interview. Giving a great interview is not as hard as some may think, but not as easy as others do either. Here are a few things that must be done in order to prepare for your next interview. Remember, during an interview, you are a salesman. You are there to sell yourself to your prospective employer. You want to market yourself in the most interesting way possible. Great preparation for the interview is your best bet. A salesman that is knowledgeable, friendly and positive always gets the close.

## Do Your Research about the company

It doesn't matter how much knowledge or experience you have about the position that you are trying to get in a company if you don't have a clue who the company is or what they do. It is disastrous to enter into an interview and not be able to tell your interviewer what their company is about. How else are you going to tell them why you feel that you would be a good addition to their company? A good and less time consuming way to get to know about a company is to look up their website. You can get all of the general knowledge about them that way, including the names of key people and their job titles. (There will be more on that later on) You should sift

through most of their pages, including the pages that show samples of their work and/or products.

You can also look them up in the media files if there are any. Read the articles about them and soak in as much information as possible. Another thing that would be nice to do is to check out the surrounding area around the company. It makes for a nice breaker during the interview. You can make a comment about a particular monument or resting place nearby. A trickier way to get a little extra information about the company is to call them on the phone and ask general questions, without referring to yourself as a potential employee. It's a nice way to get the goods on upcoming promotions etc.

When called for an interview, ask to whom you will be talking to. It is nice to be able to greet your interviewer by name at the beginning of the interview without first being told who they are. It shows that you are on top of things, and have prepared beforehand.

You will also want to do some research on the person that will be conducting your interview. Learn what they do for the company and try to get some samples of their work or achievements in the company.

## Practice Your Responses

It is best, if you are prone to nervousness, to practice giving your responses to the questions that may be asked of you. You should practice your wording and the tone of voice that you plan to use; Try keeping your responses as brief as possible, but with as much detail as you can. When you are trying to work out the proper responses to the interviewer's questions, you will also want to practice the art of getting your nerves under control as well as ridding yourself of any other odd habits while talking; like expressing yourself with your hands. Avoid fondling any items such as your car keys, wallet or pens. If this is you - then ensure that you plan to keep them out of your way.

Practice answering your interview questions with a friend. Get his or her opinion about your delivery and gestures. Perhaps your friend will have some nice insights for you to use during the real interview. It is never recommended to try and memorise Questions and answers. This will come across in the interview as a well-rehearsed essay. You need to be relaxed and speak easily.