

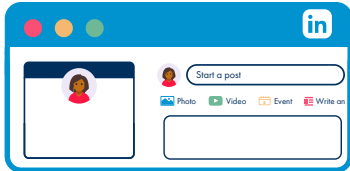
Some INTERVIEW TIPS

There are many factors involved in the job selection process, but the most important is where first impressions really count: the interview. This is a onetime-only, no second chances situation where it's vital that you're at your best. Some people think they interview badly, as if there's nothing they DOS AND DON'TS can do about it. In reality, interviewing well is all about being prepared.

The DOS

DO YOUR RESEARCH

Find out as much information about the company you're meeting with beforehand. Look at their history, their team, any future projects they are doing - anything that will help you look like you know your stuff. LinkedIn can be a great source of information:



don't hesitate to look at your interviewer's profile!

Address them by name and know who they are before you meet them.

PREPARE A REFERENCE LIST

Have a reference list ready to go, just in case they ask for it. Give the people on the list a head's up to be prepared for a phone call.

BE AWARE OF YOUR BODY LANGUAGE

Show your interviewer that you're interested by paying attention to your body language. Create eye contact, uncross your arms and sit up straight. Aim to look comfortable and confident. At the end of your interview, stand up and shake hands: it will make a positive impact on the interview.

DRESS THE PART

If in doubt, overdress. Pay attention to the little details; shine your shoes, iron your shirt and make sure your nails are tidy.

And REMEMBER:

A great way to conclude an interview is by asking a few questions about the job itself. This is your opportunity to ensure that you have a clear understanding of the job requirements. Your questions could be, for example:

What do you expect the successful candidate to achieve in this position in the next year?

Are there any projects planned the successful candidate will be part of /managing /supervising in the next year?

The DON'TS

DON'T BE LATE OR TOO EARLY

Always give yourself plenty of time, and test the traffic during the time of your interview just to make sure. If you are going to be more than 15 minutes early, go grab a coffee and take the time to breathe!



DON'T TAKE TOO MANY PERSONAL THINGS

Bringing a portfolio can be great if you need to show the interviewer some of your achievements but too many bags, coats, briefcases and other paraphernalia will make you appear disorganised.

DON'T FORGET PERSONAL HYGIENE

Remember you will be in a room with the same people for minimum 45 minutes. Perhaps don't plan a gym session just before your interview and bring mints if necessary. If you have to walk to your interview, why not bring a change of clothes?

DON'T JUST ANSWER YES OR NO

The interviewer wants to get to know you. Their questions are about understanding your personality and work ethic so make sure you elaborate on your answers. Don't hesitate to provide relevant past experiences to further back up your answers!

