

## 10 INTERVIEW TIPS

So - you look great on paper, they've seen your CV, and they want an interview with you now. What can you do to set yourself one step ahead in your possible employer's mind? Below is a list of simple tips for you to follow to increase your success level:

### 1. **Be on time!**

Make sure you know where the venue is - and how long it will take you to get there. Get to the company 15 minutes before the scheduled time of the interview. Don't be late - as you will be creating a bad impression in the interviewer's mind, as well as wasting their time. Try not to be too early, as your interviewer will feel as though they need to stop what they are doing to be with you.

### 2. **Research the company**

Find out all the information that you can about the company. Go onto their website, watch if they are in the news, speak to people who understand the industry they are in. When you are in the interview you can then ask intelligent questions about the organisation, and understand what they are speaking about. The interviewer will be impressed that you are interested in the company.

### 3. **Create a good first impression**

When creating a first impression, you always want to position yourself in the best possible manner in the interviewer's mind as possible. Always smile and shake the person's hand, while maintaining eye contact. Over-dress for an interview, rather than going in looking casual. For both men and women, for a first interview, the best dress is always a suit. If you do not have a suit, then smart pants, and a freshly ironed smart shirt. Although you may not dress that way when you start working at the company, you are there to impress and get the position.

### 4. **Don't talk too much or too little**

The interview is not only for the interviewer to be interviewing you. You are also there to ask them about the position, and the environment- after all- you will be the one working in the position. The best ratio of conversation within the interview session is 50/50.

### 5. **Talk about your achievements**

Before you go into the interview, think about your specific achievements in the workplace. Always relate what you say in the interview to the specific position you are going for. Do not talk about achievements in your personal life - they do not need to know that you won the chicken dance festival in grade school. You need to differentiate yourself in the interview, and by showing them you have initiative, and the ability to make change, you have a higher chance of getting the position.

### 6. **Focus in on the main key criteria of that position**

When asked questions by the interviewer, think about your particular skills. Only relate the most relevant skills to answer the question. By giving extra, irrelevant information, you will be creating an impression that you do not fully understand the question, and wasting time to find out more about the particular position at hand.

### 7. **Think about your weaknesses**

When going for the interview, think about the kind of duties you will be performing. If you feel that you are not too strong on a particular duty, think about how you can put a positive spin on it - such as, you are interested in going for training, are currently training, or you are interested in increasing your knowledge in that particular area.

**8. Don't discuss the Basic Conditions of Employment Act**

Your first interview is one for you to discuss the general duties you will be performing, finding out about the environment, and seeing whether you would fit into that organisation's environment. By putting the focus of the interview on your lunch hours, working hours, salary and holiday times, your employer will get the impression that you are not really interested in the position, and will go for another person who they feel would be more interested and able to give more to the company.

**9. Don't slate your previous employers**

By being negative towards your previous employers, your interviewer will wonder why you had problems, and may have concerns regarding your ability to relate to others, whether they are managers, staff and clients within the workplace.

**10. Don't Lie!**

Do not lie about your particular skills, qualifications, and past positions when going for an interview. It only asks for trouble later on down the line. Remember that you will be the one performing all the functions within that position, so if you cannot do the work- it will cause frustration for both you and your employer, and may even result in your position being terminated.

And lastly - Go into the interview with a positive attitude! Walk in and try to be as confident as you can. Remember that you are not the only one being interviewed! This is a meeting where you also have a chance to find out whether you want to work within the position and environment. Show the interviewer that you have confidence within yourself, therefore forcing them to have confidence with you as well.