

# 10

## Simple strategies to help you excel at your next interview

Everyone has had the unnerving "Interview" – facing off across a table with people who can make or break your hiring experience. Whether you are a new graduate, a top executive, returning to the workforce or are taking an abrupt change in career direction, the interview is as much a certainty as life itself!

### Job interviews needn't be your worst nightmare. Here's some simple advice

- 1 Do your homework about the company prior to your interview.** Look at their website and find out as much as possible about the company as a common question at interviews is "What do you know about our Company?"
- 2 Prepare yourself with some questions.** Ask the employer questions as this shows initiative, interest and intelligence.
- 3 Make a good first impression with your appearance.** Dress smartly in a suit, if possible. Making an effort with your appearance will show how important the job is to you.
- 4 Arrive early** so you can relax, check your appearance and read any notes you may have. Check through corporate literature on display, and even chat to the receptionist.
- 5 Make sure you know the interviewer's name and position in the company.** On meeting your interviewer, greet them by name, make good eye contact and deliver a firm handshake — it all helps to make you feel confident and gives them the impression that you're a strong, resourceful character.
- 6 Be prepared to give a verbal account of your background** (they'll be testing your communication skills). Don't hurry, think clearly and take all the time you need to deliver your information concisely, smoothly and logically. Place particular emphasis on your recent experience and skills relevant to the job on offer.
- 7 Listen carefully** and if you don't understand a question, ask the interviewer to repeat or clarify it. If you don't know an answer, say so, and don't be afraid to make it a point of discussion, giving you the chance to turn matters to your advantage.
- 8 Always be positive.** Wherever possible, give positive responses to questions asked, beyond a simple "yes" or "no".
- 9 Make sure that you have mentioned all of your relevant experience before the interview ends.** Your interviewer may not have covered everything in their questioning. If appropriate, summarise your understanding of what's needed and get their agreement or clarification where necessary.
- 10 If you are still keen on the position at the end of the interview, reinforce this before you leave.** Ask the interviewer what happens next, when a decision will be made and ALWAYS thank them for seeing you.



## Sample interview questions you should go prepared to answer

Here are some samples to practice structuring your answers to:

- Tell me about a time when you showed initiative at work.
- Tell me about a time when you were faced with a difficult client/customer/work colleague and how did you react?
- Describe a time when you worked in a successful team and what part you played.
- Tell me about a task that you were given to do and how you planned everything to ensure you met the end goal.
- Give an example of a task that was given to you that you didn't really enjoy doing. What didn't you enjoy and how did you motivate yourself to do it?
- Tell me about a time when you worked under pressure to meet a certain deadline. Were there obstacles that prevented you from reaching this? How did you handle these obstacles?
- When your manager is out of the office, how do you deal with his/her emails/letters that come in?

## Good interview questions for YOU to ask

Asking questions at interview has a number of positive effects. The questions must be about the position and the company. Avoid questions about salary, benefits and facilities until after you have been offered the job.

- What are the main responsibilities of the job?
- What are the most difficult aspects of the job?
- How did the vacancy arise?
- What is the career path relating to this position?
- How will my work be assessed?
- What is the company hoping to achieve in the next 12 months?
- What new products are the company planning to introduce in the future?
- Are any major changes planned for the department/company?
- Who are your biggest competitors?

**Good luck!**



Recruitment Ltd

IT, Sales & Support Staffing Specialists