

Preparing for the interview

- Make a memorable note of the time and place of the interview, along with the name of your Interviewer(s).
- Prepare to be at least 15 minutes early for your interview. Punctuality can show that you are interested in the company and is a good start to any interview.
- Gather as much information as you can about the company i.e. reference library, company website, press or contact people you know in the industry. Find as much as possible about its services, products, customers and competition. This will give you an edge.
- Be enthusiastic and have a positive attitude at the interview.
- How you respond to open ended questions defines your communication skills and how quickly you can think on your feet.
- Maintain eye contact, give a firm hand shake and **have a professional appearance and composure.**
- Anticipate a list of possible questions you may be asked and prepare your answers. Listen carefully to the questions and give specific examples. Speak clearly and confidently, even if you feel nervous.
- Be prepared, take extra copies of your CV, certificates, ID and latest Payslip.
- Prepare questions you can ask at the end of the interview.
- After your interview, follow-up for feedback – if the interview has been arranged by an Personnel Agency, only follow-up with the Agency and **not** with the Client.

Typical interview questions

- Tell me about your current / most recent position.
- What is your reason for leaving your current position ?
- Tell me about a time you had to deal with a pressurised situation, what did you do and how did you deal with this situation.
- What are your strengths and weaknesses ?
- What are your long and short-term goals ?
- How will your skills and abilities fit with this position ?
- What accomplishments have you made during your career ?
- Are you a team player or do you prefer working alone ?
- Why would you choose our company as an employer of choice ?
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Dress code for an interview

- First impressions count, so **dress for confidence !**