



Interviewing Tips

Your guide to acing an interview

INTERVIEWING TIPS

Tips on attending an interview:

1. ARRIVE ON TIME

Or better still 15 minutes early! Make sure you know how to get there. If you have the time, take a trial run to the office to familiarise yourself with the route.

2. ENSURE YOUR CELL PHONE IS SWITCHED OFF BEFORE ENTERING THE RECEPTION AREA

3. RESEARCH THE COMPANY AND ITS BUSINESS

Google the company beforehand in order to be aware as to what the company does.

4. REVIEW YOUR CV

Go through your CV to and be sure to be ready to talk about any aspect of your career, your qualifications etc. In particular make sure you talk through aspects of your experience which will be of benefit to your new employer.

5. DO NOT DISCUSS SALARY UNLESS IT IS BROUGHT UP IN THE INTERVIEW

6. DRESS SMARTLY AND ACT POSITIVELY

Always ensure you are dressed appropriately for an interview. Don't EVER wear jeans or casual clothes to an interview. Handshakes are important too, a firm but not crushing handshake is required.

7. DO NOT EVER SMOKE BEFORE AN INTERVIEW. DO NOT USE OVERPOWERING PERFUME OR WEAR FLASHY "OVER THE TOP" JEWELLERY OR HEAVY MAKE-UP.

8. LISTEN CAREFULLY TO THE QUESTIONS AND ANSWER QUESTIONS DIRECTLY

Do not feel that you have to speak when there is a pause in the conversation!

9. REMEMBER, THE INTERVIEW IS A TWO-WAY PROCESS

Work out what you want to know about the role and be confident in asking questions.

10. IF YOU DO NOT KNOW AN ANSWER SAY NO

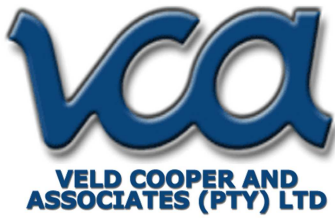
11. BE YOURSELF

When you get the job you might disappoint if you cannot live up to the "tiger" you presented at the interview

12. IT'S YOUR JOB TO SELL YOURSELF

If you don't do it, then you can be sure that no one else will. Most of us understand this, but that doesn't mean that we're all comfortable with it. There is no need to bloat your accomplishments or make false claims, but there is every need to paint the best picture of yourself.

WISHING YOU THE BEST OF LUCK!!



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