

Face-To-Face Interview Tips

Preparation: Preparation is the key to your success at an interview. Most companies use the Behavior Based Interviewing techniques.

Follow these few simple rules:

- Plan to arrive at the interview location approximately ten minutes before the interview time. Being late is not a good thing.
- On arrival ensure the receptionist knows you are there
- Dress professionally with clean, ironed clothes and polished shoes. If in doubt, over-dress rather than under-dress. Remember, looking good makes you feel good! Not too much perfume or cologne.
- Preparing emotionally for the interview is also important. The right mood helps you perform at your best. Try going for a walk, singing your favorite song, or repeating an inspirational phrase
- Carry out research on the history, current status and future plans of the employer before the interview
- Read through the job description and your CV before you go to the interview
- Create a list of likely questions and prepare your answers. If you are unsure how an answer sounds, practise with a friend. Prepare answers that will sell you to the employer
- Keep in mind that the employer is interested in you as a person, your experiences and your opinions. Do take the time to sit down and think about you, who you are and what you have achieved.

The interview itself: Many candidates get very nervous before an interview. This is a good thing, and by following these few simple steps you will control your nerves and turn this nervousness into confidence:

- Concentrate on the interview at the interview - focus
- Smile! A good smile always pleases people
- Make sure your handshake is firm but not too strong
- Do not talk too much. Don't interrupt the employer when they are talking. A general rule is you should speak one-third of the time and definitely no more than half of the time
- When it is your turn to speak, do not hesitate to talk about yourself
- It is important to listen to the question asked and answer that question
- During the interview always stay enthusiastic. Do not say anything bad about previous employers. Focus on positive achievements

- Take a spare photo. It may happen that the employer wants your photo. It also helps them remember you after the interview
- Maintain eye contact. Eye contact is one of the most important aspects of non-verbal communication and can make a significant difference in how you present yourself. If you look away when speaking to someone, you are viewed as lacking confidence or interest. So always answer the question and keep eye contact with the employer
- Always put a positive spin on your answers to difficult questions. If you lack a particular skill or do not know a certain computer program, be sure to emphasize how quickly you learn. Give an example of a time when you were able to get up to speed in a similar situation. Companies are interested in people who can hit the ground running
- Let the employer bring up the subject of money
- Listening is one of the most underused interview skills. Most candidates are so nervous about answering interview questions correctly that they forget to listen
- If you ask for feedback from an employer, be prepared to hear things that could be upsetting. You should listen carefully, and take notes to refer to and react to. Do not argue or defend yourself.

After the interview:

Phew, almost time to relax!!

- Thank the employer
- As soon as you can after the interview make a note of questions they asked and points you discussed in case the employer calls you to clarify a question.