

Preparing for Interviews

We all get nervous before an interview – its human nature, but there is a way to help you overcome the nerves, its called preparation!

Research the company you are interviewing with. Visit their website, or study their brochures – you will look proactive and dedicated.

Know what the job entails, so that your answers can be moulded to fit the job.

Think about questions which you may be asked and questions you would also like to ask.

Learn your CV so you can give detailed information about past employment and job descriptions.

Plan your journey to allow yourself plenty of time to get to the interview, you should arrive 10 minutes early (but definitely not ½ an hour early!).

Dress smartly and professionally – a corporate suit should be worn to the interview, ensuring that it is clean and pressed. A dirty shirt or tie does not look good. Ties should be toned down, let your personality shine through after you have the job!

Body language plays an important part to your interview – be aware of crossed arms and legs as this can be portrayed as defensiveness. Try not to fidget or make tapping noises as this can distract your interviewer.

Answer the questions slowly and clearly – it is also a good idea to add facts where you can to your answers.

Lastly, relax and be yourself.