



10 Tips for Interview Success

The job interview is your chance to sell yourself. The first 30 seconds of a job interview are important – so if you want to be a cut above the rest you need to be on the ball. An interview is all about the three Ps. You need to **Prepare**, **Practice** and then **Perform**.

1. First impressions count

Greet your interviewer with a smile and a firm handshake. Give eye contact and try to make small talk during the walk from reception to the interview room. Research indicates that the first 30 seconds are when the interviewer subconsciously makes decisions about whether they like you or not and whether they think you will fit into the team.

2. Be prepared

Re-read your CV/application form and the job details before the interview to refresh your memory. Ensuring you undertake any relevant research. Research the department or area or obtain appropriate literature.

3. Don't waffle

Answer questions properly – even if you need a few moments silence to gather your thoughts. It is better to say you need a minute to think about your answer rather than speak instantly and regret it afterwards.

4. What can you bring?

Most job adverts will list qualities they're looking for – a team worker, a good communicator – so it's up to you to think of examples of how you can demonstrate these skills. Be ready to talk about your knowledge, experience, abilities and skills. Have at least three strong points about yourself that you can relate to the role on offer.

5. Why should they choose you?

Your interviewer will be thinking about what it would be like to work with you, so the last thing they'll want to hear is you talking negatively about your current boss, colleagues or organisation. Interviewers like to see someone who enjoys a challenge and is enthusiastic.

6. Remember your body language

It is not what you say, but how you say it. During the interview, do not fold your arms and lean back or look to the floor. Sit upright and try to maintain good eye contact. Use your hands and lean forward when making a point. Consider your mannerisms and adjust accordingly.

7. Expect the unexpected

Your interviewer may try to catch you off your guard. 90% of employers ask 'killer questions' in interviews. Why not give some thought in advance to trickier questions such as 'How would your colleagues describe you?' or 'Tell me about a situation in which things didn't go as planned and what you learned as a result'. Try to appear relaxed and in control and ask the interviewer to repeat the question if you don't understand it. No matter how difficult the question try to answer; don't avoid it.



8. Develop rapport

Show energy, a sense of humour and smile. It's infectious, being positive and enthusiastic. Ask the interviewer questions about the role, the team and any issues the organisation is facing.

9. Clarify anything you are unsure of

If you are not certain what is meant by a particular question, ask for clarification. At the end, ask the interviewer if there is anything else he or she needs to know about. Do not be afraid to ask when you are likely to hear if you have been successful or not.

10. Remember your manners

Don't forget to thank them for the interview and for their time. Also, at the end of the interview politely request feedback once you are notified of their decision, whether or not you are successful.

And don't forget to **relax!** Interviews can be stressful, but try to remember that they are simply an opportunity for the interviewers to get to know the real person behind the application form, and for you to get to know your potential new boss.

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