

Interview Hints & Tips.

Some of our Hints & Tips may seem over the top or a bit silly. But remember you get one shot at it. The more effort you put in the easier it will be. If you really want this job. Show it. Do the Preparation.

Interviewers expect candidates to have a good grasp of what their organisation does. Learn everything you can about the company. Consider the size of the company, its sector & what they do. Its history, who their customers are. Recent developments. With this knowledge, you'll be able to add value to the conversation, whilst showing a genuine interest in what they do.

Get a sense of "who" the company is and their Ethos. Embody a similar personality during your interview (Horns & Halo) to give you the best chance

An example is, the company is very " Green & into renewable energy ". It might not be a good thing to say you don't believe in re-cycling !Read the company's blog, Twitter and Facebook pages.

No matter what role you're interviewing for, know their products before your first interview. Look up the products or the services they provide.

Before your interview, get a list of the people you're meeting with from the company. Then learn more about them. Including what type of behaviour might intrigue them or turn them off (Horns&Halo).

Interviews differ from company to company. From one-on-one and group interviews, to position-specific tests, role plays, competency based and psychometric questionnaires. Each one will require a different type of preparation. Ask what you'll be faced with. Asking about the interview format helps you prepare. And once you know, investing time to become familiar with this style can make a huge difference.

Read the job description. The duties and required personal qualities help you to understand more about what the role entails it'll also help you to recognise exactly what the employer is looking for. You can then tailor your answers accordingly, coming up with tangible examples that prove you're the best candidate for the job.

Have an answer to "Tell me about yourself" ready to go. Interviewers always ask it. Talk about the Past, Present & Future.

Present: Talk a little bit about what your current role is, the scope of it, and perhaps a big recent accomplishment. **Past:** Tell the interviewer how you got there and/or mention previous experience that's relevant to the job and company you're applying for. **Future:** Segue into what you're looking to do next and why you're interested in this job

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Another question most interviewers ask - the classic “What’s your biggest weakness?” One fool proof method: Think of something that you struggle with but that you’re working to improve. An example may be - you are shy in public or at public speaking. Your solution is that you are practising with family & friends and are doing training & getting hints and tips online to use. As such you are now much more confident but are still practicing & developing.

Find lists of common interview questions but don’t prepare by writing out your entire answer, it will sound like a script. Unfortunately, you can’t predict every interview question that’ll come up. So instead of relying solely on memorised answers, prepare an additional list of your most relevant skills, attributes, and work experience. Each question you address will be an opportunity to provide some of this information to the interviewer.

Another question you are likely you’ll get asked is “why you’re interested in this particular role and company”? Make sure you can, identify a couple of key factors (from the Job Description) that make it a great fit for you and how it aligns with what motivates you & your key skills.

Don’t just think about how you’ll answer certain questions; practice looking in the mirror and answering them out loud. Do as many mock interviews as you possibly can. Get friends & family to help & give you feedback. You may feel silly but remember. You have one shot to impress.

Prepare a few smart questions for when it’s your turn to ask. Make sure they’re thoughtful ones that show you’ve been paying attention and have done your homework when it comes to researching the company and the specific job you’re after.

Plan your interview outfit before the big day. Make sure it fits & is clean. For companies that have a business or business-casual dress code keep your look basic and conservative for the first interview. Don’t forget about the little things: Shine your shoes, clean nails. Haircut, shave. Feeling good about yourself will boost your confidence.

Check the weather to make sure you don’t end up looking like a drowned Rat.

Print out copies of your CV & references. Also prepare a reference list, whether you think you’ll be asked for it or not. For each reference, include a name, title, organization, division or department, telephone number, and email address, as well as a sentence briefly explaining the relationship.

Clean out the bag you’re going to use! Get rid of junk & prepare. Whatever bag you carry should be large enough to hold your everyday essentials, plus your interview musts. Put important information into a folder (e.g. your CV, portfolio, certificates, or any other examples of your work and/or qualifications). Even if you don’t end up needing examples of your work, they could turn out to be a great way to demonstrate a point or answer a question.

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Have a go-to phrase that'll help you avoid dead air if you need time to stall and gather your thoughts. Two strategies that work well are: repeating the question thoughtfully before answering or: saying (slowly), "Now, that is a great question. I think I would have to say!!!!"

Brush up on what certain body language conveys. Be aware of what you're communicating through your posture and stance and make sure it's good. (For example, sitting with your arms and legs crossed sends a message that you are closed-off or feel defensive). Maintain eye contact. Don't be distracted or look around the room. It gives an impression of being disinterested.

You should always greet your interview with a friendly smile and firm handshake. It will set off the right energy and the chances of the interview going well will increase. It is not a Strongman/ Woman competition. Don't try & crush their hand to show how powerful you are.

Get some sleep. This sounds like something your mom would tell you, but there are few things that will throw you off your game like sleep deprivation.

Make sure you know where you are going and how long it takes to get there. If you can, go online and work out the easiest way to get there, then be sure to add on extra time so you're totally covered. Look at local parking etc. Plan a pit stop. The last thing you want is to arrive flustered or late.

Plan to arrive at least 10 minutes before your scheduled interview time. If you're going to be late for any reason, make sure you inform the interviewer as early as possible

Leave them on a positive and with no doubt. Ask them "what they think of your interview and chances"? Ask if "they have any doubts or would like any further explanation on a particular point"? Ask "If they are unsure about any part of your interview or CV"? Now is the time to answer their questions. You will leave them with no doubts.

If you get to the end of an interview and think you'd really like that job, ask for it! Tell the interviewer that you'd really, really like the job. That you were excited about it before the interview and are even more excited now, and that you're convinced you'd like to work there. If there are two equally good candidates at the end of the search, you and someone else. The interviewer will think you're more likely to accept the offer, and thus may be more inclined to make an offer to you.

Know the next step. Confirm with the interviewer what will happen next and the timeframe. It's a good idea to follow-up on an interview within 24 hours. Email each interviewer; or, if you want to make a lasting impression, send an email thank you.

In the email, thank the interviewer for his or her time, reiterate your interest in the opportunity, and mention one topic from your notes that addresses an area of the interviewer's focus. If there's something you had meant to mention during the interview but didn't, use your thank-you note to share your thoughts.

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If you've had a bad interview for a job that you truly think would be a great fit for you (not just something you want badly), don't give up! Write a note, send an email, or call the interviewer to let him or her know that you think you did a poor job of communicating why you think this job would be a good match. Reiterate what you have to offer the company, and say that you'd like an opportunity to contribute. Whether this strategy will get you a job offer depends on the company and on you. But one thing's for sure: If you don't try, your chances are exactly zero.

When you get home and while it's fresh in your head. Analyse the interview and what happened. Make notes. Use it as a training tool to get more experience and increase your chances on future interviews. Think about their questions you were asked and how you answered them. What answers will you change & give next time. What would you do differently? What were you happy with?

When you get the result of your interview. If you have been unsuccessful. Email & ask for feedback. This again will help you in future interviews.

Finally. Don't give up. You can't expect to be successful in every interview. Its life and life evolves. It may be that someone was a better fit. Had more experience. Better qualifications. These things are out of your control unless you change them. And you can change them.