



Passing an Interview successfully

No matter how well-qualified you are for a job, your personality and personal presentation will be what will count at interview. Whatever your confidence levels, you can develop and work on the skills required to make the interview process more bearable.

Get organized and be prepared

- Know who it is you are meeting, where the building is and how to get there
- Bring your contact details, spare CV, pen and notepad
- Have information ready to impress the interviewer with your research
- Do your homework – find out about the company, read trade magazines, visit competitors' websites, etc.
- Study the job specification; match it to your CV so you can provide evidence that you meet the criteria

Your first impression

- Wear a smart but comfortable suit
- Remember that you're making an impression as soon as you walk through the door
- Be courteous to everyone, from the Receptionist to the MD – you never know who might influence the final selection of candidates, or even the job winner
- Look at all interviewers when greeting them, smile and carefully remember their names so you can address them throughout the interview
- If something does disturb you (sun is in your eyes or the chair is wobbly etc.) say something rather than squirm and fail to concentrate

Some General Tips:

- Relax and imagine you're having a conversation with a friend
- People get so caught up in their feelings they forget to listen to the questions; slowing the pace will help you hear the questions and answer them correctly
- Before you respond to more difficult questions, think about your answers and how you want to express them. This will help you speak more confidently
- You could practice talking slowly and evenly before you go. Record your answers and listen to your pace and tone
- Body language demonstrates how comfortable you are with your subject matter. If you're enthusiastic about what you are saying, smile and let your hands do the talking

- If you said something you did not mean and are worried it could damage your chances, rectify this by restating what you actually meant. Don't hold back, it could be your only chance to get the point across
- Be factual and honest about your strengths and weaknesses. Show that you recognize your weaknesses and that you are striving to improve them
- If you get stuck on a question, do not dwell on it for too long but politely ask if you can come back to it later