

Interviews

Here are some tips for a great job interview.

Remember, the smallest of things can make all the difference between a successful interview and a losing one.

1. Ask around, you may know somebody who works for or has worked for the company and who may know your prospective boss, they can tell you a lot about the culture of the organisation and the skills they value.
2. Anticipate the questions you might be asked and practice the answers until you can deliver them smoothly and naturally. This is often the key to performing well in an interview.
3. Conduct a mock interview beforehand with a colleague or partner acting as the interviewer. This will go a long way towards helping you feel relaxed, confident and in control during the actual interview.
4. Interviewing is a two way process and you are offering something which the interviewer wants. Never feel that you are begging for a job or that the employer has all the power.
5. If you are being interviewed over the telephone - Smile. While the caller cannot see you they will detect this in the quality of your voice. In addition you will feel better and more positive and this will come across.
6. Remember your interviewer's name/names and use it/them during the interview.
7. Dress to suit the position you are being interviewed for. It is a big positive if the employer can picture you in the role.

If this all sounds too hard, the team at the Career Development Centre can help. We are only a phone call away.

Tips for a great job interview

Know Yourself

Be familiar with your skills and what you bring to the role.

Review your resume.

Develop a story around your achievements – demonstrate what you have done, the steps or actions you took and importantly the benefits you delivered.

Know the Job

Clearly understand what is involved in the job – which skills and competencies the employer is looking for.

Know the Employer

Gather information on the products or services the organisation delivers, sells or supplies. Convince the employer that you are genuinely interested and want to work for them.



Career Development Centre