

INTERVIEW TIPS

Before the interview

- Research the company and its products. It's also good to research the industry and the competition.
- Prepare your 30-second personal pitch.
- List questions to ask the interviewer.
- Prepare your interview answers. Do a mock interview.
- List the qualities you possess that fit the job requirements – have examples of each.
- Look at the required skills and think of real life situations where you used these skills.

The interview

- Arrive 15 minutes before your interview.
- Announce yourself to the receptionist in a professional manner.
- Stand and greet your interviewer with a firm handshake.
- Smile and maintain eye contact.
- Learn what you can about the company.
- Try to focus on the points you have prepared without sounding stiff – have a general guideline on practical examples, but do not practice rote answers.
- Listen to the questions being asked and always trying to engage the interviewer.
- Ask questions and listen carefully, ask the interviewer to repeat the question if you do not understand.
- At the end, thank the interviewer and inquire about the next step.
- Thank the interviewer and inquire about any information you want to know.
- Ask for a business card or contact details so you can send a follow-up letter.

Remember

- Be confident
- Be yourself
- Every interview is a learning experience
- The interviewers are just people
- Practice makes perfect
- Breathe
- Relax