



Interview tips:

Always arrive for an interview **15 – 20** minutes before your interview. At some companies it is expected of you to complete documents beforehand. When going to a large corporation it takes time for the interviewer to reach you or vice versa.

When meeting your interviewer...

A handshake tells a lot about a person and yours needs to be firm. A firm handshake means confidence and that in place, makes your interviewer confident about your abilities. Keep eye contact with your interviewer.

Dress for success...

When getting ready for an interview, it is important to know the type of company you are going to and perhaps find out from your consultant beforehand what the dress code is for normal employees. This does not mean that should the employees wear flip flops and jeans to work, that you automatically do the same.

The Golden Rule in Dressing for an interview is always – rather OVER dress than UNDER dress. Do not use too much perfume or deodorant, and never BLING with jewelry like a Christmas tree. Always remember less is more.

Men:

Always wear a suit with a button up shirt and a tie. If it's a hot summer's day, you can always remove your jacket when entering the interview.

Your socks should always match your trousers. Don't wear shocking colors. Stay away from cartoon and bright color ties.

Your clothing should support your application, not draw attention away from it.

Ladies:

Always wear neat and tidy clothing, either in the form of a knee length skirt and jacket or trousers and a jacket.

NEVER wear a low cut top and never wear a short skirt- as with the guys, you want your clothing to compliment your career and achievements, not draw attention away from it.

ALWAYS ensure that...

...your clothes are ironed and clean.

... You smell good (cigarette smoke and others create unfavorable reasons for remembrance)



Points to ponder about:

- Know your resume – know the companies and the dates that you worked at that particular company
- Leave your handbag/man bag in your car. It's good to have your hands available to greet someone without a problem and it ensures that you don't have a cell phone with you that could potentially go off in the interview.
- It creates an atmosphere of efficiency when you don't have things that you need to grab and sling over your shoulder when you are shown to the interview area.

The only thing you should have with you is perhaps a portfolio or laptop to do a presentation with. Oh, and your car keys safely tucked in your pocket.

Bellow, find a few questions you might encounter in an interview, read through them and think about what your answers might be.

Why do you want this job?

Tell me about yourself?

What have you done that saved money for your company?

Why should any company hire you out of 5 applicants?

How do you handle difficult clients or difficult situations?

List 5 major achievements.

What would you consider yourself good at?

What sort of person are you? Socially?

What are your strengths?

What are your weaknesses?

What do you know about our organization?

How would you approach this job?

What do you look for in a manager?

How do you decide on your objectives?

How do you manage your day?

In what environment do you work best?

What motivates you?

Where do you see yourself in the next five years?

How do you work in a team?

What contribution do you make to a team?

What would your colleagues say about you?

How would your boss describe your work?

Describe your ideal work environment?

Tell me about a time when you successfully managed a difficult situation at work?

How would you approach a project?

What can you bring to this position?

What can you offer this company?

Why are you considering leaving your present job?

Why have you stayed so long / short while?

Why were you out of work so long? What have you done during that time?

Why were you made redundant?



What sort of salary are you expecting?
What do you think your value are?
What training courses have you been on?
On taking this job what would be your major contribution?
How do you respond under stress?
What makes you think you can be successful with us?
What are the major influences that encourage you to take this job?
What questions do you have for us?

More interview Questions:

1. **Why haven't you found a position before now?**
Finding a job is easy but finding the right job is difficult. Stress that you are being selective and are looking for the perfect "fit".
2. **Have you thought of leaving your present position before? If so what do you think held you there?**
Explain that your job is no longer challenging and that you feel your talents are best used elsewhere.
3. **What do you think of your boss?**
Be as positive as you can, even if you don't believe it.
4. **Could you describe a situation in which your work has been criticized?**
Be as positive as you can and emphasize what you learned from the situation.
5. **What other types of jobs or companies are you considering?**
Keep your answer related to this companies field and don't give out specific company names.
6. **Tell me about yourself.**
Keep your answer to one or two minutes and don't ramble. Use your resume summary as a good place to start.
7. **What do you know about our company?**
Do your homework before the interview. Spend some time on the internet or at the library researching the company. Find out as much as you can, including products, size, income, reputation, image, management talent, people, skills, history and philosophy. Project an informed interest in the company and allow the interviewer to tell you about their company.
8. **Why do you want to work for us?**
Don't talk about what you want, instead, talk about their need. You would like to be part of a specific company project, or you would like to solve a company problem. You can make a definite contribution to specific company goals.
9. **What would you do for us and what can you do that someone else can't?**
Relate past experiences that show you've had success in solving previous employer problems that may be similar to those of your prospective employer.
10. **What about the job on offer do you find most attractive and least attractive?**



Ensure that you List three or more attractive factors and only one unattractive factor.

11. Why should we hire you?

Due to your knowledge, abilities and skills

12. What do you look for in a job?

An opportunity to use your skills, to perform well and to be recognized

13. Give me a definition of a... (Position for which you have applied)

Keep it brief and give an action and results orientated definition.

14. How long would it take you to make a meaningful contribution to our firm?

Not long at all – you expect only a brief period of adjustment to the learning curve.

15. How long would you stay with us?

As long as we both feel that I am making a meaningful contribution and am growing within my role and the company.

- Perfect Interview by Max Eggerrt