

# INTERVIEW DOS AND DON'TS

There are many factors involved in the job selection process, but the most important is where first impressions really count – the interview. This is a one-time-only, no second chances situation where it's vital that you're at your best. Some people think they interview badly, as if there's nothing they can do about it. In reality, interviewing well is all about being prepared.

## DOS

### DO YOUR RESEARCH

Find out as much information about the company you're meeting with beforehand. Look at their history, their team, any future projects they're doing - anything that will help you look like you know your stuff.

### KNOW YOUR INTERVIEWER'S NAME

Address your interviewer by name and know who they are before you meet them. If you're not sure, ask in advance and use their website or LinkedIn to put a face to the name.

### DRESS THE PART

If in doubt, overdress. Pay attention to the little details; shine your shoes, iron your shirt and make sure your nails are tidy.

### PREPARE A REFERENCE LIST

Have a reference list ready to go, just in case they ask for it. Give the people on the list a head's up to be prepared for a phone call.

### MAKE EYE CONTACT

Show your interviewer that you're interested by paying attention to your body language.

### STAND UP & SHAKE THE HAND OF YOUR INTERVIEWER

It makes an impact to the interviewer and also makes you appear confident.



## DON'TS

### CROSS YOUR ARMS

This comes across as guarded. Sit up straight with your hands in your lap. Aim to look comfortable and confident.

### TAKE TOO MANY PERSONAL THINGS

Too many bags, coats, briefcases and other paraphernalia will make you appear disorganised.

### LIE

Reference, qualification and criminal checks are always carried out, so if you are lying about something, we will find out.

### BE LATE

Always give yourself plenty of time, and test the traffic during the time of your interview just to make sure.

### SAY NO

Don't say no when the interviewer asks if you have any questions; always have something prepared up your sleeve.

### FORGET PERSONAL HYGIENE

Remember you will be in a room with the same people for minimum 45 minutes. Perhaps don't go after the gym and bring mints if necessary.

### ANSWER YES OR NO

Make sure you elaborate on your answers. And provide relevant past experiences to further back up your answers.

A great way to conclude an interview is by asking a few questions about the job itself. This is your opportunity to ensure that you have a clear understanding of the job requirements. Your question could be: What do you expect the successful candidate to achieve in this position in the next year?