

## Interviewing Tips



***Be the first candidate that employers remember***

### ***Preparation***

- Research the organization you have applied to.
- Ensure to re-read the job description and consider your suitability for the position.
- Re-read your CV. Be prepared to talk and give examples of the details you have provided on your CV.
- Practice the interview, remembering to highlight all of your strengths, skills and abilities.
- Make sure you know **where the interview will take place** and how to get there. Write down the name and telephone details of the contact person at the organization.
- Confirm your attendance by telephone or email.
- Prepare a file with all of your educational certificates in case the employer asks to see these.

### ***First Impressions Count***

- Arrive in good time - This is key! A late candidate gives a negative impression.
- Be aware of your body language – smile and make eye contact.
- Be formal but polite and friendly at ALL times during your time at the organization (an informal chat in the corridor could be feed-back to your interviewer).

### ***The Interview***

- Be yourself – highlight the positive aspects and avoid negative language.
- Try to answer questions with relevant examples but don't make answers too long.
- Don't be afraid to ask for clarification if you do not understand the question.
- Speak clearly at a moderate pace.
- Be aware of your body language – sit upright and lean slightly forward to show your interest.

### ***The end stage of the Interview***

- Ask relevant questions (at least two). Questions could be about the position, training possibilities, career prospects, the organization's priorities/future growth and work culture.
- Thank the interviewer/s.

## Possible Interview Questions

- Tell me about yourself?
- Can you describe a difficult decision you have had to make?
- What do you consider to be your strengths?
- What do you consider to be your main weakness?
- Tell me about one of your greatest achievements
- What was the most useful criticism you ever received?
- Can you describe a difficult decision you have had to make?
- Where do you see yourself in the future?
- How would your teachers/colleagues describe you?

**Tip:** Do not be too personal when answering these questions. Relate your answers to the information provided on your CV, i.e. **briefly** discussing your education and work experience.

- What are the basic factors that motivate you in work?
- Describe your work ethic
- Why are you interested in working for our company?
- Why are you interested in this particular position?
- Why do you think that you would be a good fit for this position?
- Why are you the best candidate for this position?

**Tip:** Use the research you have completed on the company to help you with your answers to these questions.

- Describe the most significant report or presentation you had to prepare
- Tell me about a project you were involved in and what team-work skills you demonstrated?
- What were the most difficult aspects of your last job? How did you handle them?
- Think of a time when you were faced with conflicting priorities. How did you deal with this?
- Tell me a time when you were forced to make an unpopular decision
- Give me an example of when you worked under pressure to meet a deadline

**Tip:** These type of questions may be based on the skills & competencies for the job. Relate your answers to these.....

General questions which may be asked:

- Do you have any questions?
- If you are offered the position, when could you start?
- Are you willing to work flexible hours? Are you willing to work in a mixed environment