

INTERVIEW TIPS

THINGS TO DO BEFORE THE INTERVIEW

Read the Position Description thoroughly

Get familiar with the responsibilities of the position and prepare examples of relevant experience and questions relating to the role.

Research the Company

Visit their website and read and become familiar their Company Profile, Company History, Notable Projects they have been engaged in and/or Projects they are currently working on.

Dress Appropriately

- Personal appearance speaks volumes about whether a Candidate will fit into the current climate and/or environment of the Company. Remember that an Employer has already short-listed you on the basis of your skills and experience as listed in your CV. The Interview provides a platform for you and the Employer to build rapport and also allows the Employer an opportunity to see whether you can back up those skills and experience listed in your CV.
- Dress in tidy and clean clothes and for corporate environments wear suits and ties where applicable.

Be On Time

Get there on time. The importance of punctuality cannot be stressed enough. While you should never arrive late to an Interview, try also not to be too early. Arriving half an hour before the scheduled appointment can lead an Employer to assume that you may disregard instructions and are also overly eager for the position.

Practice Responses to Questions

Practice makes perfect. It is always advisable to anticipate the questions that an Interviewer may ask and to practice your responses accordingly.

Most frequently questions asked by interviewers

- Why did you choose to interview with our organization?
- Describe your ideal job.
- What can you offer us?
- Where do you want to be in five years? Ten years?
- What skills have you developed?
- What challenges are you looking for in a position?
- What motivates you?
- What did you enjoy most about your last employment?
- What did you enjoy least about your last employment?
- What did you learn from these work experiences?
- Have you ever quit a job? Why?
- Why should we hire you rather than another candidate?

- Why did you choose your career path?
- What do you consider to be your greatest strengths?
- What are some of your weaknesses?
- Do you prefer to work under supervision or on your own?
- Would you be successful working on a team?
- Of which three accomplishments are you most proud?
- In which career activities do you participate?
- Who are your role models?
- Give me an example of your multi-tasking abilities?
- Do you prefer large or small companies? Why?
- How do you feel about working in a structured position?
- How do you feel about working overtime?
- How do you feel about travel?
- How do you feel about the possibility of relocation?
- What problems have you solved in your previous positions?
- Define success.
- Define failure.
- Have you ever had any failures?
- How did you get along with your former supervisors or co-workers?

Prepare Intelligent Questions to Ask your Interviewer

An important question the interviewer will ask you is “do you have any questions”.

Draft 2-4 potential questions to ask at this point

Telephone interview

Telephone Interviews have become more frequent as the career market becomes more global. Human resource departments often use telephone interviews to screen candidates before the face to face interview. In some cases, people have been hired solely on the strength of their telephone interview.

Tips for Telephone Interviews:

- Be sure you have a reliable phone/ service and your phone is fully charged or connected to a power source, as the interview can last for over an hour.
- Be available and ready to take the call at the pre-arranged time between you and the Client
- Be organized and ensure that the area around you is quiet and free from distractions
- Have a pen and paper handy
- Have your list of questions ready
- Have your resume and responses to tough questions ready to refer to
- Do not eat, drink or smoke during the interview
- Keep your voice positive and energetic

Skype or Video

- Be sure that you have a reliable internet connection
- Check that your audio and video equipment are working
- Prepare as you would for a face to face interview and dress appropriately

- Do not multi-task by checking emails or surfing the internet during the interview, e.g. you wouldn't be also reading a newspaper while you were being interviewed in person

Conferencing or Panel Interviews

The panel of interviewers is likely to be a mixture of relevant specialists including human resources, technical experts and line managers and can vary in number anywhere from 2 to 8 people. Each panelist has a different role to play during the interview. For example, Human Resources will ask questions to determine if the candidate is a good fit with the company and people. The technical experts will want to know if the candidate has the necessary technical expertise and the line manager will be trying to determine the candidate's ability to perform in the job, the job-related skills and what abilities that they can bring to the position.