

Tips to consider for your interview

Preparation

Find out as much information as you can about the company you are visiting from your consultant. Read up about the company on the internet / press / financial magazines etc.

Ensure you have all the necessary information about who is interviewing you – address, directions and telephone number of the company as well as the name of the interviewer.

Time

Give yourself plenty of time to get to the interview (make allowance for possible delays or losing your way).

Never, Never, Never arrive late for your interview unless you have contacted the company to advise them about your situation. Generally speaking try to arrive at the company's reception 10 to 15 minutes before your interview.

Dress and appearance

Always dress smartly. Preferably business attire – a jacket and tie, clean shoes, business skirt and blouse or smart slacks/ dress.

No jeans, tee shirts, open neck shirts or takkies. Hair should be neat and combed.

The Introduction

Remember that the initial two minutes of any interview are the most important. First impressions last. This is the time when most managers make their hiring decisions. Rather err on being too formal than coming across too casually. Use Mr. and Mrs. rather than first names in most cases until the interviewer suggests you use their first name. Introduce yourself in a clear voice, don't mumble. Make sure you catch and remember the name of the person/s interviewing you.

The Interview

Present yourself professionally and politely.

Sit upright with a good, relaxed posture. Don't slouch or lean on the desk/ table.

Answer all questions honestly. Never lie or guess if you don't know an answer to a question.

Answer all questions in as much detail as you think is necessary but make sure you don't waffle or bore your interviewer.

Remember that an interview is a two-way information-gathering exercise. You must be sure to ask the interviewer for information about the job and the company. He/ she will expect you to be interested in the company/ job.

Don't raise the issue of salary on your first interview.

Maintain good eye contact with the interviewer – when applicable.

Some definite NO's are:

- Chewing gum
- Leaving your cell phone on
- Swearing
- Being rude cheeky or confrontational
- Running down companies or people you have worked for in the past
- Smoking – even if offered by the interviewer

Concluding the Interview

Document any information that the interviewer has asked you to supply or follow up on. If a second interview is arranged, document the time, place and persons involved. Ensure that you thank the interviewer for taking the time to meet you. Remember that it is considered a courteous gesture to stand up when your interviewer does and to shake hands at the end of the interview, even if it hasn't gone too well.

Contact your consultant as soon as possible after the interview to let him/ her know how you fared.

GOOD LUCK - WE ARE HOLDING THUMBS FOR YOU

Consultant Name

Remember to tell a friend about us



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