

# Interview Tips that Could Seal the Deal



## **1. Research the company you are applying to:**

You may be asked why you wish to work for the company and what drew you to them. Be ready to answer what you like about the company and what you feel their positives are. Be familiar with the company's mission statement and future goals.

## **2. Appropriate attire:**

Dress smartly in neutral safe colours such as black, grey and white to show that you are acknowledging and respecting the importance of the interview. Your fashion sense is personal, so keep it personal until you know what is acceptable in that workplace. Keep accessories and fragrance to a minimum. An interviewer needs to be focused on you as a person and not overwhelmed by excessive jewelry, makeup and fragrances.

## **3. Good personal hygiene:**

Nobody wants to work with someone who smells bad or who looks like they don't care about themselves; look your best to be the best!

## **4. In person interviews:**

To avoid arriving late, plan your route and do a test run if it's an unfamiliar location or an area with heavy traffic. Prepare your interview clothes in advance and aim to arrive a little bit early to give yourself time to gather your thoughts.

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## 5. Online interviews:

Check your internet or hotspot connections well in advance, dress in full as you would for an in-person interview (many interviewees have been caught out when having to stand up to adjust their computer equipment, only to reveal that they are only dressed appropriately from the waist up!) Check lighting and back drop, with children and pets safely occupied during the interview. Close other tabs on your screen and make sure that your surroundings are clean and tidy or use a backdrop option. Sign in early and make sure both sound and camera are working properly.

## 6. The importance of body language:

Do not walk in with your hands in your pockets, don't sit slouching, sit and stand tall making eye contact and always shake hands standing up. Keep your face relaxed and neutral – it's ok to smile!

## 7. The importance of listening:

Don't interrupt the interviewer, write notes and be prepared for the "do you have any questions?" question. You know that it's coming, so have a question ready! Some good examples would be "What are the challenges a new person in this role might face?" "What attributes are needed to be successful in this role?"

## 8. Keep your phone in your pocket or purse:

Your interviewer should be your primary focus and have your full attention. Using or checking your phone during the interview is considered disrespectful and could cost you the job. Keep it switched off and out of sight!

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## **9. Do not be dishonest or exaggerate about past skills and experience:**

This will never end well and could jeopardize your chances of employment. There is no need to exaggerate your experience as almost all employers allow a period of training and learning for new employees. Sharing your previous accomplishments and responsibilities in a humble and balanced way will make you appear less arrogant and more of a team player.

## **10. Speaking negatively about past employers or life in general:**

There are reasons that you are looking for a job, perhaps your last job didn't work out? Your explanation should be centered on what you have learned from the previous job and what you have taken from it moving forward. Reflect on what could have improved your previous job and articulate that in a positive way. For example, instead of saying "I was just left to get on with it" say "I work better under a clear directive and am able to work independently with instructions"

## **11. Follow up emails:**

Send a follow up email within 24hrs thanking them for their time and opportunity to interview for the position. Post Interview etiquette goes a long way and could tip the balance with an interviewer who may have had some reservations about your application.