



## Interview Tips

Did you ever sit through a job interview that did not proceed as smoothly as you would have liked, then here's a few do's and don'ts that you may not have thought of before.

Interviews are not something that you have to fear, but a process where you can market yourself and decide whether the possible employer is suitable for you!

### 1. **Be prepared and have confidence**

Confirm date, time, location and name of interviewee. Don't be late and announced yourself! Dress appropriate. Bring updated resume, certificates, references, copy of ID and other relevant documents. If there is any gap between your academic then make sure you know how you are going to explain time gaps on your CV.

*Remember you never get a second chance to make a first impression!*

### 2. **Body language**

A good smile always please people and makes a good impression. A firm handshake and eye contact reflects confidence. Don't interrupt interviewer and don't talk too much. Listen to the question asked and answer only the question. Keep your answer short and stay focused.

### 3. **Think of an Interview as a First Date**

Think of a job interview as a first date: you are both trying to figure out if there is a perfect match.

### 4. **Your References**

For your reference list, you want three to five people and their contact information. Do not forget to get permission to use your references' names, and while you are at it, ask how they prefer to be contacted. You should also send them a copy of your resume so they will be aware of what you are saying about yourself.

### 5. **Great questions to ask early in a job interview**

"What are you most hoping to find in the person you hire?" and "What would be my first priorities on the **job**?" The earlier you can ask these questions, the sooner you can start tailoring your answers to the employer's priorities. At the end of the interview, ask, "Based on what we've talked about today, I feel good about the position. Do you have any concerns about my ability to do the job?" Often, that gives you a chance to counter any objections.

## 6. Face the feedback

If you ask for feedback from an interviewer, be prepared to hear things that could be upsetting. You should listen carefully, and take notes to refer to and react to. Do not argue or defend yourself. At last do not forget to thank the interviewer. Then, take the advice and think about changing some techniques to improve on your next interview. Avoid sounding as though you assume the **job** is yours.

## 7. Gather info about the job and company

The interview is not the time to get to know about the post or the employers business. It is a chance for you and the employer to get to know one another.

Gather information about your employer before you are interviewed like what are their current projects, what other interests do they have? etc. (visit company website)

You should know job description, or ask someone in a similar post. Otherwise ring the company to clarify.

Keep in mind that the employer is interested in you as a person, your experiences and your opinions do take the time to sit down and think about you, who you are and what you have achieved.

Remember the one thing that your CV must be with you and make notes about your work record and what you have achieved. Make notes and prepare and rehearse sound bites about yourself.

## 8. Remember to ask....

About total package offer:

- Salary – salary breakdown.
- Medical aid: type of medical aid and company contribution.
- Provident or pension fund and company contribution.
- Allowances such as car, petrol, cell phone, entertainment and travel.
- House subsidies and/or accommodation where relevant.
- Company policy for maternity/paternity leave.

Working hours:

- Normal working hours.
- Overtime hours
- Day/night shift
- Shift hours
- Annual leave

Clothing policy:

Professional, casual, uniform or clothing subsidy