



- 25 Hot Interview Tips -

What you must know before you walk into the interview!

- 1 Fully answer questions with a good explanation of your point of view & keep your answers simple, to the point, and honest
- 2 Allow your interviewer to finish asking their question before you start to answer it
- 3 Make only positive comments regarding your present or former employers and companies
- 4 Leave your questions on salaries, holidays, bonuses, etc for when you are sure the employer is interested in hiring you
- 5 Know your market value and be prepared to specify your required salary or salary range, this conveys confidence in your ability to the employer
- 6 Turn your phone off/on silent/off vibrating during all interviews
- 7 Be smoke-free (if you are a smoker) for at least an hour before the interview
- 8 Answer all questions as truthfully and honestly as possible, and make your answers brief and to the point
- 9 Look sharp! Dress conservatively, preferably in darker colours, and be perfectly groomed for the interview
- 10 Be humble, ready to learn, confident but not aggressive or arrogant
- 11 Express your thoughts, opinions and experiences clearly, use effective poise, dictation and grammar
- 12 Have a solid career plan in place, with purpose and set goals
- 13 Be interested and enthusiastic about the organisation, your career and the position you are interested in
- 14 Display confidence in yourself and your abilities
- 15 Focus on benefits of the job other than the money
- 16 Be honest and direct when asked about unfavourable factors in your employment record
- 17 Use tact, be mature and practice good courtesy
- 18 Always maintain good eye contact with the interviewer without staring
- 19 Present a firm, confident handshake to both men and women
- 20 Appreciate the value of experience
- 21 Ask what you can do for them, not what they can do for you
- 22 Be prepared for the interview with information about the company, and prepare intelligent questions to ask during the interview
- 23 Stay motivated if no definite offer or specific salary is discussed. The interviewer may be negotiating with their manager or interviewing other candidates
- 24 Keep bright and positive even when the interview does not seem to be going well, the interviewer may be deliberately giving you a hard time, to see how you react
- 25 Confirm your interest in the position at the end of the interview instead of thanking them for their time, this positions you as the one they want, rather than them doing you a favour