

Get Interview Ready

Your CV has got you to the interview stage. So you have got the required qualifications and expertise. Now you need to convince the interviewer you are the right person for the job.

Generally an interviewer is looking to establish 3 things:

Can you do the job – the interviewer will go through your CV to establish whether or not you have the skills and competence to do the job.

Do you want this job – the interviewer is trying to ascertain how motivated and driven you are.

Will you fit into their company – the interviewer is looking at your personality to see if you will fit not only into the role, but will you fit into the team and the overall culture in the company.

Research

- Do your homework on the company. In today's world where there is so much information available it is unforgivable if a candidate cannot discuss the company.
- Know the role you are applying for. Go through the job specification thoroughly.
- Know who is interviewing you and what their position is in the company.
- Know your CV inside and out. Do not get caught out on your CV.
- Research types of questions and have some prepared answers.

The Basics

- Dress appropriately – no matter how casual the meeting, remember it's an interview.
- Be on time – in fact get to your destination 5-10 minutes early.
- Greet your interviewer with a firm handshake, but don't overdo it.
- Keep eye contact. If being interviewed by a panel remember to direct answers to all members.
- Be positive and confident but not overly so.
- Let your personality come through – remember the interviewer is looking to match the right candidate not just on qualifications.
- When answering questions give examples of how you achieved your goals.

The Don'ts

- Never criticise your previous employers.
- Don't waffle and go off the point – answer the question you are asked.
- Don't answer or give examples of achievements using 'We'. Always use 'I'.
- Don't ask too many questions about salary and benefits.