

## INTERVIEW PREPARATION

### **A few general rules**

Ensure your shoes are polished, you look professional; ensure you have had the chance to freshen up (men – still wear a tie for interviews, the casual look is too risky).

Speak up when answering questions.

Answer briefly, but try to avoid "yes" or "no" answers unless it is required.

Don't worry about pausing before you answer, it shows you can think and are not delivering rehearsed answers.

Don't embellish or try to waffle through answers. It is always better to admit you don't know the answer to something. If your mind has simply gone blank simply come back to the subject.

Be prepared for hypothetical situation questions and take your time on these.

Be prepared for the unexpected question designed to see how you cope in less predictable circumstances.

If you ask questions keep them brief during the interview, remember you're the interviewee.

At the end of the interview ask your questions in an open manner, which cannot be answered yes or no.

### **TIP:**

Thank the interviewers for their time and try to leave quickly and calmly. Remember to smile no matter how you feel the interview went. If you are interested in the opportunity, make sure you leave them with that impression - without going overboard and sounding desperate!