



# Career Focus - PREPARING FOR INTERVIEWS

## INTERVIEWING TIPS

**PREPARATION** for the interview is incredibly important. If you do your proper background checks it can reassure you and give you confidence, and it can also do you great favours if the interviewer asks you any questions regarding the company in question and the work they do.

In preparation, a number of things can be done:

- **Research the company.** Thorough research ensures you know exactly what the company is, what they do, their ethos, and their history.

- **Think and write down any and all skills or experience that might be relevant to the job.** Remember, the more you list, the better you will look.

- **Make sure everything you need is prepared the night before.** Make sure your clothes are neatly pressed and ironed and that they are smart. Make sure you have any documentation if you are required to take any along.

- **Think of questions to ask them.** This is important as well. At the end of the interview they may ask if you have any questions. If you ask at least one question, it will show that you have prepared and that you have researched the company. It also shows that you are keen and interested in the job and the company.

**BEFORE YOU GO INTO THE INTERVIEW ROOM:** It's important to try to stay calm. This is obviously harder than it sounds, because your subconscious is likely to be running wild whilst on the surface you look roughly composed. Make sure you're hydrated by drinking some water in advance. Keep some water with you, at least until you enter the room too, as this should prevent you suffering from "dry mouth" syndrome. Make sure you've had something to eat - not too long before, this will ensure your stomach doesn't rumble too loudly, but shouldn't interfere with your digestion should you suffer from the nauseating effects of the butterflies.

**GOING IN :** It's very important that when you go into an interview you make a good impression. This means dressing smartly, even if the interview you were invited to was scheduled as 'casual'. This means no jeans or trainers. Guys - you won't necessarily need to go all out with a suit unless it's a big company with an excellent tradition, but certainly a trousers/shirt/tie or trousers/shirt/jacket combination is essential. Girls - similar rules I would assume apply with regards to trousers/blouse/jacket combinations. Keep your hair tidy, and guys remember to be clean shaven. Don't wear too much makeup, jewelry, accessories etc, and don't use too much aftershave/perfume.

Smile when you're first addressed, and when you walk into the room, ensure your posture is upright. Slouching leaves a very bad first impression. If you're offered a hand or two to shake, accept the invitation and shake firmly, this is a sign of confidence and composure. Ensure you make eye contact, especially at the start, but try to maintain this throughout, as it will make you look focused and engaged.

Remember your manners at all times. Pleases and thank yous are duly noted and are likely to be reciprocated, even if that means a consolation phone call if unsuccessful that you wouldn't have otherwise received.

Inside this issue:

INTERVIEWING TIPS 1-3

FOOD FOR THOUGHT 3



## INTERVIEWING TIPS

**THE INTERVIEW :** Listen carefully to what you're being asked. Don't interrupt, but do ask them to clarify what they are asking if you don't understand the question straight away. Show interest in the interview by maintaining eye contact, and nodding or smiling where appropriate. Concentrate on what you're talking about: talk slowly and clearly; stop to **think** about your answers if an example or answer doesn't come straight to your mind - they will prefer this as it will seem like you're taking it seriously.

Answer questions honestly, and frankly, but be careful not to criticise current or former employers - your interviewers may think you'll do this to them. Try not to reveal any confidential information about other people either, as this makes you look untrustworthy. If you can, try to promote your existing skills and abilities through the answers you give. Your interviewers will look kindly upon attributes such as enthusiasm, determination and a willingness to learn and get involved. Attempt to use positive words, such as saying "*I enjoy...*" rather than "*I like...*" and speak positively about the opportunity to accept this role. For example, "*I anticipate the challenges this job would provide*", rather than "*If I get the job I think I could cope with the challenges...*"

**THE END OF THE INTERVIEW:** When they have asked you everything they will want to, they are likely to ask you if you have any questions. Make sure you do take this opportunity - it may well be your only chance and it'll give you an insight that you may wish you had received if you are offered a job and then don't enjoy the circumstances. Ask questions about the future plans for the company, staff training and development. This would demonstrate an interest in the company that will look favourably upon you and a willingness to get involved.

Inquire as to who you would be working with when you first start, and how your development will be managed in the early stage of your career. This will show a willingness to learn as well as showing that you're taking an interest in their methods of training.

Don't spurt out questions about your potential salary, especially if this is a first round interview: if there will be another round or more, save this question for later .

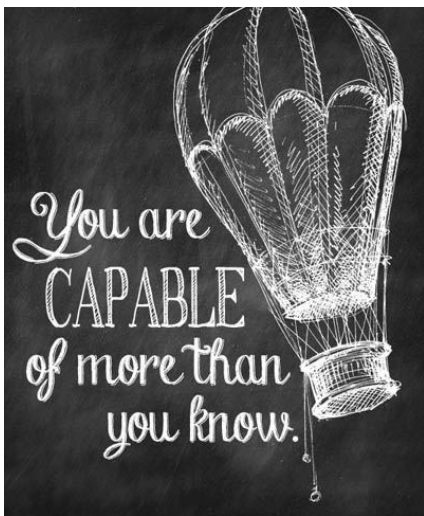
**THE FUTURE :** Remember that many people apply for the same job and some don't even get through to the interview stage, so don't be too disappointed if you're not successful. It is, after all, going to be a vital experience in helping you prepare for future interviews, and you never know, if you make a good enough impression they may keep your details on file and contact *you* in the future if a similar suitable role comes up.



# FOOD FOR THOUGHT



Reference : <http://www.thestudentroom.co.uk>



we're on the web:  
[www.tucsin.org](http://www.tucsin.org) as well as on Facebook

YOU CAN FOLLOW US FOR MORE NEWS ON OUR TUCSIN HOMEPAGE

AS WELL AS TUCSIN ALUMNI FACEBOOK PAGE.

Phone: +26461 224840

E-mail: [williams@tucsin.org](mailto:williams@tucsin.org)