

**BEST**

LTD

EMPLOYMENT

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**CAREER**

## Interview Skills

## **Give yourself the best chance!**

Planning for a job interview is essential to making a good impression.

Plan to arrive on time or a few minutes early. Arriving late is already a dash against your name. Would you employ someone who arrived late?

Greet the interviewer(s) by name, if you know it. Maintain eye contact and good posture throughout the interview.

DON'T lie, answer 'yes' and 'no', make negative remarks about a previous employer or ask about salary, holidays and bonuses in the first interview.

## **How to dress?**

When applying for an office-based position it is better to over dress than under dress. When applying for a trade position you should dress appropriately. If you are unsure ask when scheduling the interview.

## **You got the Interview- now what?**

Bring a copy of your resume to the interview.

If there is water on the table, pour yourself a glass. This makes you look comfortable and will help settle any nerves.

Be yourself!

# Ten tips to improve your interview skills:

1. Be on time. If you will be late, show that you are respectful of the interviewer's time. Call to let them know when to expect you.
2. Thank the interviewer for taking the time to meet with you, both at the beginning of the interview and again at the end.
3. Dress appropriately. If you arrive dressed too casually or too formally, the situation can be uncomfortable for both you and the person interviewing you.
4. Introduce yourself to the receptionist and to everyone you meet in the interview.
5. Shake hands with everyone, using a firm (but not forceful) grip and good eye contact.
6. Sit when you are asked to sit, not before.
7. Place your loose items on the floor next to your seat, in your lap, or on the side table, coffee table, or in front of you at a conference table; do not put them on the interviewer's desk unless it is offered to you. Your briefcase or bag should be kept at your feet, not on a chair or table.
8. Do not ask for refreshments or permission to smoke. If refreshment is offered, you may accept.
9. Keep all of your mobile and other electronic devices turned completely off. A phone set to vibrate will interrupt the meeting.
10. Keep a positive and friendly attitude.
11. Practise! Enlist a friend to ask you questions.
12. Do your research- know the company you are applying for. Check out their website and social media pages.
13. Listen.
14. Take your time when answering the questions.
15. Don't be afraid to ask questions.

# Common Interview Questions:

- Tell me about yourself
- Why are you leaving your current job / why did you leave your last job?
- Why do you want this job?
- What do you know about the Company?
- What has held you back from finding work?
- What did you enjoy least/most about your last job?
- What sort of Manager do you work well with?
- What are your strengths? What can you bring to the organisation?
- What areas of skill do you need to develop further?
- Tell me about a time you had a problem with a colleague or boss, how did you handle the situation? \*\*
- What are your career goals? Where do you see yourself in 5 years?
- Tell me how you handle working under pressure? \*\*
- Why should we employ you?
- How would your previous employers describe you?
- Do you have any questions you would like to ask?
- Give me an example of a time when you delivered great customer service? \*\*
- Why should I hire you?