

Job Interview Preparation

Job interviews can be difficult at times not to mention nerve racking but there are a few key things that you can do to prepare yourself. Have a read through our guide to make sure you are ready for your next job interview.

The Do's and Don'ts

Do:

- **Dress smartly and speak clearly**
- **Sell yourself** - *Be confident, if you're not confident in your abilities then you can't expect the employer to be confident that you are the right person for the job.*
- **Relate your experience and skills to examples – back it up.** *It is not enough to say you have the correct skills; you must follow up with an example of when you have used this skill in previous roles.*
- **Research the company**
- **Prepare questions to ask at the end of the interview.** *Ask them how the interview went, this way if they have any reservations you can address them.*

Don't:

- **Swear**
- **Be late**
- **Be arrogant** - *there is a fine line between confidence and arrogance, don't cross it*
- **Read from your CV**, *you should know your skills and experience without referring to your CV*
- **Criticise your current/former employer**

Example Questions

Granted, you will never be able to predict all of the questions you will be asked in an interview but there are general questions that crop up time and time again which you can prepare for.

- **What are the best qualities that you will bring to the business?**
- **Why should we hire you?**

These kinds of questions help to determine if you are capable of doing the job so be sure to mention your strengths which match the job role and back up your strengths with previous examples.

- **Why do you want to work for this company?**
- **What do you know about our company?**

These questions aim to clarify that you know what the company does and that you really want to work there.

Things that you should know about the company:

- *Its size*
- *What their services/products are*
- *Its history*

- **If you were given this position what would you do in the first day, week, month and year?**

Here the employer wants to be sure that you know what the role involves and what is required of you. Ensure you fully understand the role and the company to show you know exactly what you would do if you were offered the position.

- **What are your career aspirations?**

Here you need to show that you are ambitious, prove to them you are enthusiastic about the role and working your way up within the company but don't be over-ambitious.

- **What do you do in your current role?**
- **Why are you looking for a new job?**

And finally, always remember to sell yourself and prove to the employer you are the right person for the job.

Interview Checklist

Now that you're all prepared for your interview, have a look through our checklist to ensure you have not forgotten anything.

- Do you know how to get to your interview and how long it will take?
- Do you understand the interview format?
- Have you prepared answers to general interview questions?
- Have you researched the company?
- Print a copy of the job description to refer to
- Have a couple of questions ready to ask at the end of the interview
- Have your interview outfit, clean, ironed and ready.

Good Luck with the Interview!