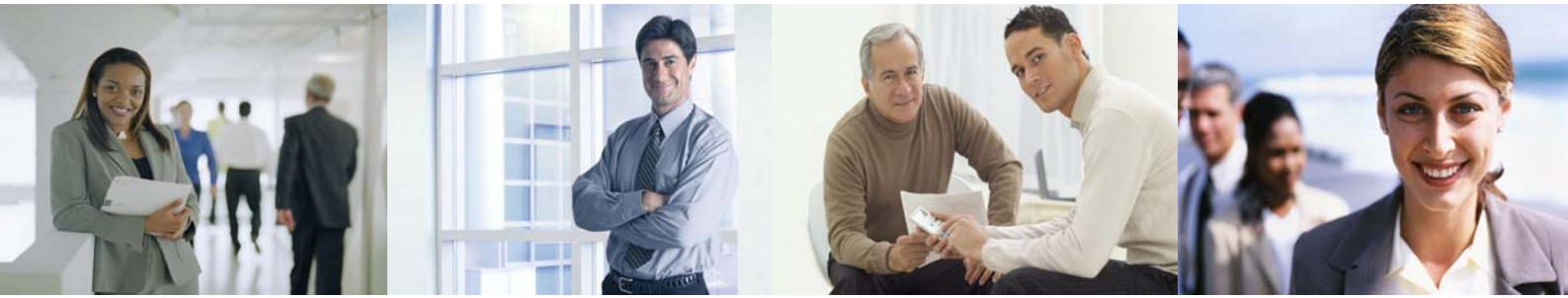


# Interview Preparation



## Do your homework

Preparation is essential to succeeding in a job interview. Spend some time before the interview doing the following:

1. Read the job description thoroughly. If you applied to a job advertised by a recruitment agency, ask them for a full job description which will be more detailed than the job Ad. You could highlight the skills and experience required and make a matching list of your own abilities and experience, e.g.

### JD

Strong Java Skills  
Negotiation skills

### You

6 ½ years Java + 2 yrs J2EE  
Negotiated supplier contracts with ABC

2. Find out as much as you can about the prospective organisation. Ask your recruitment agent to help. Look on the organisation's website for their company history, any recent media releases, and the company values/vision/mission statement.
3. Think carefully about the sort of questions you may be asked and what response to give. Think about your strengths, how you overcome any weaknesses, what experience you have, why you would like to work for this organisation, what you have to offer them, and why you are the most suitable candidate. Some potential questions are listed later in this document to help you.
4. Read and reread your resume again before the interview; it is very likely the interviewer will use this as a basis for questions.

## Arrive on time

First impressions count - arriving late raises questions about your punctuality, reliability and your keenness for the role. If there is an unavoidable delay contact your recruitment agent and/or the company you are going to see. Make sure you take a mobile with you and all possible contact numbers just in case. Don't arrive too early, either. You don't want to inconvenience your interviewer, and it will only give you time to grow nervous whilst you have to wait.

## Dress to impress

The general rule is to dress formally. Ask your recruitment company about the culture of the organisation, and dress accordingly. Do not carry in unnecessary items with you. Leave excess items (e.g. umbrellas, suitcases) with reception if possible.

# Interview Preparation

## Leave the nerves at the door

Interview situations make everyone feel nervous. Listen to questions carefully, take your time to answer, and don't be afraid to ask for a question to be repeated or explained. It will prove to your interviewer that you are listening. Good preparation will help you feel more at ease. Suck peppermints before you go in, but avoid chewing gum. Another tip for dry mouths is to imagine biting hard into a sour lemon, try it, it works!

## Dos and Don'ts

- DO use a firm, assertive handshake
- DO show enthusiasm and real interest in the job
- DO pay attention to the interviewer
- DO make regular eye contact
- DO smile often
- DO be polite
- DO thank the interviewer/s at the end
  
- DON'T mumble
- DON'T speak too fast
- DON'T speak too quietly
- DON'T condemn or criticize past employers
- DON'T give evasive answers
- DON'T swear or make potentially offensive remarks
- DON'T tell rude jokes
- DON'T interrupt the interviewer

## Proxemics

Another thing to consider is proxemics or 'body language'. Apart from the fact your interviewer may be adept at reading proxemics, at the very least they will sub-consciously pick up on these non-verbal clues you are giving them, so it pays to be forewarned and try to be more body language aware.

The more obvious considerations are not crossing your arms in front of you (it signals you are closing yourself off from them), and trying not to touch/scratch your face excessively (implies you are hiding your true nature, or lying). Much depends on the spatial relationship/s between the interviewee and interviewer/s. You are sharing a space and control of this shared zone is passed back and forth.

Watch for your interviewer leaning in and notice how you probably unconsciously mirror this and lean in too, and as they lean back so do you. This signifies you are comfortable sharing the space. You will naturally do this when relaxed, so remember to take a few deep breaths before you go into the interview, and sit as comfortably as you can.



# Interview Preparation

## Some Questions to think about beforehand

1. Why are you leaving your current role?
2. Describe what you like most about your current role.
3. Describe what you like least about your current role.
4. Describe your ideal role.
5. What attributes make you a suitable match for this role?
6. Describe your ideal organisation.
7. Why do you want to join this organisation?
8. How would you describe your work style?
9. Where do you see yourself in 5 years time?
10. What accomplishment are you most proud of?
11. What do you consider your biggest professional failure? What did you learn from that experience?
12. What was the most enjoyable training course you have taken? Why?
13. List some obstacles you've encountered. How did you overcome these?
14. Who is your greatest influence?
15. What do you consider to be your greatest strength?
16. What do you consider to be your greatest weakness? What have you done to overcome this?
17. How do you evaluate your own performance?
18. What motivates you?
19. How do you keep up to date with trends in your industry?
20. (For managers) Describe your management style.

## Some possible questions to ask

- Is this a newly created position?
- Who will I be reporting to? What is their background?
- What kind of training do you offer?
- What criteria do you use to measure success?
- How do you evaluate performance?
- What opportunities are there for advancement?
- Does the company have plans for expansion or reduction?

