

TOP 10 TIPS FOR ACEING YOUR INTERVIEW

1. **Research the company** prior to the interview. You don't need to spend hours studying the company but understanding what they do, what they value, and what they are looking for in a new employee will show how interested you are in working with them.
2. **Prepare some basic answers** to questions. We all get nervous when going for interviews. By having some basic answers ready to go this will help calm the nerves.
3. **Go prepared to be asked about a time you might have failed.** The interviewers are trying to understand how you overcame a challenging situation.
4. On the day **dress to impress!** Smart casual clothing is always your best option and **show up 10 or 5 minutes earlier** than your interview appointment time.
5. Throughout the interview **make eye contact** and **be aware of your posture.** Sit up straight, arms relaxed on your lap, or hands on the table with wrists slightly crossed- DO NOT have arms folded across your body.
6. Project **confidence** (in your body posture and voice) and **stay positive.** THINK "this is my chance to show what I can do and willingness to learn new things".
7. Don't forget to **listen carefully during the interview** to ensure your responses **give the interviewer the information they are looking for.** If you did not understand the question, ask politely if they can repeat the question. Or restate the question to them to clarify that you understand what they are asking you, this way you are answering to the point of the question.
8. **Thank them for their time** at the end of their interview and **enquire about the next step.**
9. **Follow up in 3 to 4 days if you haven't heard anything.** This way they will know that you are keen for the position and proactive.
10. Above all **stay calm** and **don't forget to smile!**