

Before the Interview

One of the main reasons a person doesn't get a particular job is because they didn't prove to the interviewer they could do the job. You might have answered all the interviewer's questions but did you really explain how your experience, skills and knowledge are relevant to the position you applied for?

Here are some simple preparation steps to take before doing an interview.

Research the company:

Do your homework on the company.

Talk to someone working there to get a sense of the culture.

Look up the website and related websites to get information about what they do.

Analyse the job description:

Get a copy of the job description.

List the criteria mentioned on a blank page - skills, capabilities, qualities and qualifications. Some will be specific to the job and others may be personal attributes.

Review your CV:

Go through your CV very carefully.

Identify when, where and how you applied any of the skills and competencies on the list e.g. summer jobs, scout leader, member of youth groups.

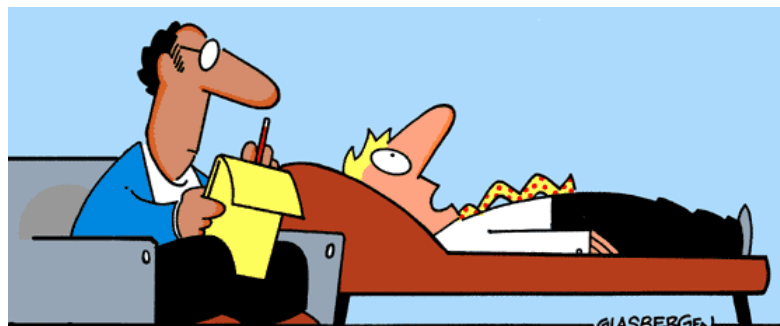
Add any other skills, strengths, experience and achievements you have.

Match them:

List your experience and skills beside each of the job criteria.

Find evidence and specific examples from your experience for each of the criteria in the job description. Show how you meet the criteria by giving real examples..

'Talk from experience' and explain real situations.



**"I suffer from post-traumatic stress disorder.
Not from the war, from my last job interview."**