

Interview Tips

- Know the time and place of the interview and the interviewer's name and title.
- Arrive 15 minutes early to avoid traffic problems. If possible familiarize yourself with the route. Arriving late for a job interview is never excusable.
- Presentation is important so dress professionally (i.e. Sunday best not disco best).
- If presented with an application, fill it out neatly and completely.
- Make eye-contact, have a firm handshake, smile and have a positive attitude.
- Speak slowly and clearly. Don't rush your answers.
- Highlight your accomplishments and achievements.
- Research the company.
- Ensure to answer every question fully and honestly.
- Ensure you are consistent in your answers throughout all interviews.
- Don't answer with a simple "yes" or "no". Explain answers where possible.
- Never say anything negative about present or previous employers or co-workers.
- Ask questions to show interest in the company and the position.
- Be clear about why you want the job, including the job description.
- Know your CV thoroughly; it creates a bad impression if you're not able to elaborate on qualifications, interests and experience.
- Have a list of questions ready to ask; try to foresee what you will be asked and prepare appropriate answers.
- Acknowledge weaknesses but present them as strengths.
- Relax and don't be afraid to show a sense of humor when appropriate.
- Wait as long as possible before bringing up the subject of money. Hopefully, the employer will do this.
- Be prepared for the unexpected question, that's designed to see how you cope with the unexpected.
- Thank the interviewer for their time.

