

## TOP 20 INTERVIEW TECHNIQUES

First and foremost prepare well.

How to **prepare**:

- **Read the Job Role** – learn the job role so you can link the job requirements to your CV
- **Learn about the company** – It's likely that you'll be asked about what you know about the company so it's good to have some brief knowledge so ensure you look at the website.
- **Think about questions you may be asked** – e.g. why do you want this job?
- **Practice your answers** – practice with friends, family or even in front of the mirror, there's no shame especially if you get the job.
- **Know your CV** - they are likely to ask you some questions based on your CV, e.g. your past experience or your achievements.
- **Be at least 10 minutes early** - nothing worse than being late, being early also allows last minute preparation.
- **Dress appropriately** - look presentable, shirt, trousers and shoes give off the best impression
- **Find a weakness** – find a weakness you can turn into a strength given the opportunity

Secondly in the actual interview, things you **should** and **should not** do.

What you **should** do:

- **Ask questions** – at the end of an interview you are often asked “do you have any questions?” ask for example about the company or how the interviewer likes the work place etc.
- **Make eye contact** – making eye contact shows the interviewer you are interested and listening.
- **Be yourself** – try to relax and show them the real you, have confidence within yourself that you are capable of getting the vacancy.
- **Stress your achievements** – if they haven't asked about your achievements it's a good thing to mention, it shows you are capable of achieve something and that you are proud of it.
- **Ask for feedback** – realistically you do not get every job that comes available, so on the occasion where you are not successful, getting feedback can benefit your next interview.
- **Thank you** – at the end of the interview Thank the interviewer for meeting with you

