

Preparation for Job Interview

Overview

Congratulations for being selected for an interview with our client. The face-to-face interview is an opportunity for you to both showcase your experience and capabilities **as well as** assess the job opportunity and fit with the client's culture. This guide has been written based on our feedback from clients and candidates to provide you with best practices on how to prepare for a job interview.

Before the interview

Preparation before an interview will allow you to be more confident and ready impress the interviewers:

- Perform some basic research on the company you are interviewing with. Do a Google / website search to understand the business (e.g. products / services, countries of operations, competitors, financials etc.)
- Fully understand the role that you're applying for by revisiting the **job description, identifying what skills, interests and experiences the employer is looking for**
- Anticipate potential questions and prepare answers accordingly e.g.:
 - Describe your strengths and weaknesses
 - Explain how you deal with difficult situations / conflict
 - ST Jobs provides a good guide: <http://tinyurl.com/pu5fc46>
- Consider how you'll explain problematic aspects of your CV, such as reasons for leaving an employer, gaps in employment
- Prepare questions to ask the interviewer. The questions you ask can leave a strong impression, try to ask questions that cannot be easily found via a Google search, e.g. culture and values of the firm / team you are working with, benefits etc.
- Look up the location of the interview and determine how you will get to the interview

Attending the interview

Making the right impression is a combination of how you present yourself and what you say, the following best practices will help you to put your best foot forward:

- Plan your journey, aiming to arrive ten minutes early
- Dress professionally: Forbes provides a good guide: <http://tinyurl.com/n42j5vc>
- Make sure to silence and put away your mobile phone
- Build a rapport with the interviewer by being polite and giving a strong handshake
- What you say and how you say it are critical:
 - answer questions clearly and concisely
 - ask relevant, thought-provoking questions at appropriate moments, as this can show that you're genuinely interested in the role and really listening to the interviewer
 - be well-mannered with any staff that you meet before the interview;
 - highlight your best attributes, experiences and achievements, based around the skills that you've identified as important to the organisation, and evidencing them with practical examples
 - relax and sit naturally, but without slouching in your chair or leaning on the desk
- Avoid the following:
 - avoid talking about any personal problems
 - do not badmouth any previous employers
 - avoid answering calls / checking your phone during the interview

Post the interview

Once the interview is over the following tips are always useful in leaving a good final impression:

- Thank the interviewers for their time
- Drop a concise thank you e-mail to interviewers who have provided you with their contact information. This will help you to stand out in a crowd.