How to Prepare for your Interview
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It’s natural to feel a little nervous or daunted about the interview process. Most employed people have been through it and lived to tell the tale, including the people interviewing you, so they understand what you’re going through.

The more prepared you are, the more relaxed and confident you will be.

Before you even know you’re going

Always have a notepad and pen nearby. You never know when an employer may call with the details for your next interview.

- **Know your availability**
  Keeping a diary is a good idea and try your best to be available when an employer wants you to come in.

- **Be professional**
  If an employer does call to arrange an interview, be professional. Speak clearly and make sure they can hear you. Thank them for the opportunity. Before ending the call, repeat the interview details back to them to confirm you have them right.

Getting ready for the interview

Your first step is to thoroughly research the employer. Resources could include the company’s website and brochures and any job descriptions they have provided, or even a ‘drive by’ of the workplace.

- **Think about what they might ask and what you might say**

- **Mock interviews can be helpful**
  Prepare questions for a friend or family member to ask you or go over the questions yourself, saying the answers out loud. If you decide to do a mock interview with another person, ask them to throw in some questions you hadn’t thought about as this is bound to happen in the real interview and you need to get comfortable with it. Being prepared means you will feel more confident in the real interview.

- **Prepare some questions to ask the interviewer**
  This shows you have prepared for the interview and are keen for the job.
• **Be sure you know how to get to the interview**
  It’s a good idea to plan your journey in advance and if possible do a dry run, so you know where you’re going and can relax on interview day.

• **Plan to get there early**
  You don’t want to arrive stressed out and flustered. Make sure you allow plenty of extra time for traffic or transport delays, and have a contact phone number with you in case something goes wrong. It’s probably a good idea to be near the building about half an hour before, and then go in about 10 to 15 minutes early. Advice the receptionist who you are and who you are there to see. This shows you are keen. On the other hand, don’t be too early and expect attention.

• **Have your interview clothes selected and ready to go the night before**
  Make sure you dress appropriately for the organisation and position you are applying for. If in doubt, always dress more professionally rather than casually. Make sure you’re well groomed.

• **If you have a mobile phone, turn it off before entering the building**

**During the interview**

• **Be enthusiastic and positive about yourself**
  But don’t try to sell so hard that you come across as arrogant and aggressive

• **Answer briefly, but avoid yes and no answers**
  Employers want to find out about you, what you know, and how you’ve worked in the past.

• **Thank the interviewer**
  When the interview finishes thank the interviewers for their time. Even if you think the interview has been a disaster, be polite. It may not have been as bad as you thought. They could even be thinking of you for another more suitable position.
How important is it to wear suitable attire to an interview.

Wearing appropriate attire is important for an interview and is clearly one of those critical times. Not only do your clothes portray you, but they can also give you and added boost of self-esteem and confidence.

Think about the last time you went out for a special occasion, think about what you wore and how good you looked. We all feel more confident about ourselves when we are dressed up for special occasions. Dressing for an interview is just as important.

So, dress appropriately and enjoy the extra boost of confidence it brings. Not only will you likely perform better in the interview, you will also make a statement about the importance you place on the employer, the position and even yourself.

Dress Good Feel Good!

Dress For Success!

First Impressions Last

Your appearance makes an instant impression when meeting people for the first time. In the first 30 seconds you will be evaluated by:

55% - the way we dress, act and walk through the door
38% - the quality of our voice grammar and overall confidence
7% - from what we actually say

Body Language / Non-Verbal Communication

Things you should do…….

- Smile
- Maintain eye contact
- Sit up straight
- Slightly lean forward in the chair
- Acknowledge all people conduction the interview
- Nod when appropriate
• Arrive 5 – 10 minutes early
• Give a good firm handshake
• Turn your mobile phone off

Things you don’t do.....

• Fidget, or touch the desk
• Shake your leg, flick hair, sniff, scratch
• Yawn, or look at your watch anytime
• Slouch, chew gum, swear or use slang
• Stare, or look too serious
• Make bodily noises
• Appear overly nervous or rushed
• Answer your mobile phone

What to Wear to Interviews

First impressions count. Therefore it is vital that all applicants present themselves in their best possible light when attending an interview. City jobs call for a smart suit, whereas jobs caring for small children or animals will demand less formality. If you are not sure what to wear it is always better to be overdressed than underdressed. Black pants or skirt and a buttoned shirt with a jacket are a good choice for any type of interview. Closed in shoes is also good for footwear.

The Smaller Details

• Men should avoid excess jewellery as well as overpowering scents. This applies to women as well; fragrances should be subtle.

• It is also important that you should be extremely attentive to personal hygiene; being properly groomed is an attractive quality.

• Go over your outfit and appearance with a fine tooth comb. Men should be freshly shaven and women’s hair should be in good condition and recently washed and styled.

• Clothes should be fully washed and ironed prior to the interview.
• If wearing stockings take a spare pair of tights along in case the worst should happen.

• Women should lightly apply makeup.

Now you are ready for the interview so relax and listen to the interviewer remembering to answer all questions asked.

GOOD LUCK
Samples of suitable interview clothing
What NOT to wear to an interview