

# Useful Interview Tips

## RESEARCH THE COMPANY

Find out as much as you can about the company or organisation beforehand.

## ARRIVE EARLY

Make sure you know how to get to the interview and arrive at least 10 minutes early.

## BE PREPARED

Bring a copies of your C.V., references, samples of work if appropriate.

## LOOK YOUR BEST

Your clothes should be neat and appropriate for the working environment  
You should be well-groomed  
No heavy perfume or cologne  
Modest jewelry and NO smoking.



## EXPLAIN YOUR EXAMPLES IN DETAIL

Use the below S.T.A.R. method to answer questions

### The S.T.A.R. Method:

#### Situation

Explain the situation

#### Task

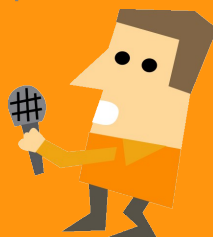
Explain your task or role

#### Action

What action did you take?

#### Results

What resulted from your action?



### Common Interview Questions:

Tell me a little about yourself  
What are your strengths?  
What are your weaknesses?  
Why do you want to work here?  
Tell me about your most recent job.  
Why did you leave your last job?  
What did you think about your last employer?

## BODY LANGUAGE

Look the interviewer in the eye, but don't stare  
Sit up straight and be alert  
Don't chew gum  
Smile where appropriate  
Show genuine interest in the opportunity

## DISCRETION

Be honest in your answers but avoid problem areas

## QUESTIONS

Ask questions that will help you decide if the position is suitable for you

## SUBJECTS TO AVOID:

Don't mention financial or personal problems  
Don't talk about what was wrong with previous employers  
Don't mention salary or benefits

## REMEMBER TO THANK YOUR INTERVIEWER