

## POINTS TO REMEMBER.

1. Be neat and tidy.
2. Arrive 5-10 minutes early.
3. Be friendly to other staff.
4. Give a firm hand shake.
5. Establish eye contact.
6. Be wary of posture.
7. Modulate your voice for emphasis.
8. Don't just talk — SHOW!
9. Answer questions fully and clearly.
10. Be positive — avoid negative self expression.
11. Thank the interviewer and ask for follow up.

## INTERVIEWER ASSESSMENT CRITERIA

### FAVOURABLE

Neat Appearance.  
Related Well - Relaxed.  
Answered Questions well.  
Has confidence.  
Realistic ambition.  
Had a career plan.  
Knew strengths  
Knew weaknesses.  
Admitted mistakes.  
Would fit in well.  
Good interpersonal skills.  
Relevant experience.

Suitable qualifications.  
Knew why applied for job.

### UNFAVOURABLE

Untidy Appearance.  
Nervous, Fidgety, uptight.  
Avoided questions - Hesitant.  
Failed to inspire confidence.  
No ambitions / unrealistic.  
No career plans.  
No self analysis.  
Unstable home life.  
Inconsistent answers.  
Not our type.  
Weak interpersonal skills.  
No track record - jumped from job to job.  
Irrelevant qualifications.  
Not sure why he was here.

## COMMON INTERVIEW ERRORS

1. Sloppy handshake and greeting ( Weak first impression ).
2. Aggressive / Intimidating look.
3. Bad / Poor seating posture.
4. Straining the interviewer's ears ( talking too softly ).
5. Making smart remarks ( Too cocky ).
6. Talking too much / too little.
7. Failure to answer questions asked.
8. Failure to back up statements with relevant examples.
9. Failure to take advantage of opportunities.
10. Show little enthusiasm for the job - waste employers time.

**INTERVIEWS**  
**DIRTY DOZEN**



- 1 TELL ME ABOUT YOURSELF?
- 2 WHAT ARE YOUR STRONG POINTS \WEAK POINTS?
- 3 WHY DID YOU LEAVE YOUR OLD JOB?
- 4 WHY DO YOU WANT TO WORK FOR US?
- 5 HOW DID YOU LIKE YOUR OLD JOB?
- 6 WHAT KIND OF SALARY ARE YOU LOOKING FOR?
- 7 WHAT DO YOU KNOW ABOUT OUR COMPANY?
- 8 WHY SHOULD WE LIKE YOU?
- 9 WHAT DID YOU THINK OF YOUR OLD BOSS?
- 10 WHAT ARE YOUR LONG TERM GOALS?
- 11 DO YOU LIKE TO WORK OVERTIME?
- 12 YOU SEEM UNDER \ OUR QUALIFIED?
- 13 REFERENCES?
- 14 HOW DID YOU BECOME INTERESTED IN WORKING IN THIS FIELD?
- 15 DO YOU PREFER TO WORK ALONE OR AS A TEAM?