



YOUR TIME TO SHINE: TIPS FOR A JOB INTERVIEW

Congratulations! You have secured an interview. This means you have outshone some of the candidates and that **the company would like to meet you**. Our team wishes to extend our best wishes to you. You have met the criteria, now establish a connection. Here are some tips and techniques on **how to shine** in an interview.

PRACTICE MAKES PERFECT

- Make sure you invest sufficient time to prepare. This will help you feel well organised and ready.
- It is essential to practise and prepare potential interview questions. Spend time thinking carefully about your interview answers, skills and accomplishments. List examples you could use to highlight your skills.
- **Make a list of the job requirements and match them to your skills and experience.**
- Know your top six professional strengths.
- Remember, weaknesses are also opportunities for growth and development. Do not let this opportunity go to waste.

KNOW YOUR AUDIENCE

Research the company's vision. **Study the mission and values and align it with your career goals.** Get a sense of 'who' the company is and establish a connection. Why are you a good fit for the company culture? Prepare at least five noteworthy questions for the interviewer(s) based on your research of the company.

BE PREPARED

- Research the route, know your parking options and allow for plenty of time.
- Print at least three copies of your CV.
- Go to bed early and make sure you are well rested.
- Give yourself enough time to dress and look smart.
- Have a fully charged phone, should you need to contact the company.
- Remember your notebook and pen.

DRESS FOR SUCCESS

Look the part. **Make sure your outfit conveys neatness and professionalism**, and that it complements the company culture.

THE EARLY BIRD CATCHES THE WORM

Punctuality reflects your attitude and behaviour. Arrive at least 15 minutes before the scheduled appointment.

FIRST IMPRESSIONS LAST

Introduce yourself, smile, establish good eye contact and greet people in a friendly manner with a firm, warm handshake.

ETIQUETTE SPEAKS VOLUMES

Body language conveys your attitude and plays a key role in communication. Respectable body language and impeccable etiquette give you a winning edge for success. It is the difference between the words you speak and another person's interpretation.

Be open and friendly; increase your participation. Show you are actively listening. **Make eye contact and do not forget to smile.** It tells the interviewer(s) that you are approachable, cooperative and trustworthy.

CONNECT

Communicate openly, confidently and with respect. Speak clearly and concisely. Stay upbeat and enthusiastic throughout the interview. Remember, you are a team player. Show it and make it count.

STAND TALL

Providing evidence of your achievements is an excellent way to promote your candidacy. **Discuss specific accomplishments which demonstrate knowledge and a proactive approach.** Know your objective and end with it.

A LASTING IMPRESSION

When departing, **thank the interviewer(s)** for the opportunity and make sure to follow up with a thank-you note.

LAST, BUT NOT LEAST

Do not allow comparison to steal your uniqueness. Be true to yourself. **Keep it honest. Keep it real. Keep it you!**

