



Top 10 Tips for Interviews



How exciting that you're going through an interviewing process.

Prepare, prepare, prepare is the overarching hot tip to interviewing well.



1

Get to know the company, team and leader

Find out as much information as possible prior to the interview. It's important to know a few key facts about the company and make sure you know the names of your interviewers. Take it that extra step and look at the interviewer's LinkedIn profile and what their key achievements are. Choosing the right leader for your career can be just as important as the company you choose.



2

It's all in the prep

Be prepared. Plan how you will get to the interview and make sure you arrive 10 minutes early. If you have been invited to a virtual interview, test the technology prior. See hot tips for virtual interviews below.



3

First impressions do count

Putting together an interview outfit isn't always simple, research the company's dress attire, and take the time to present yourself well. Choose clean pressed clothing and groom appropriately. For example, give those shoes a buff if they need it.



4

Know your unique selling points

This is your chance to make a good impression. Be very clear before your interview of the key points you would like to express, as well as the career achievements that you would like to share.



5

Why you and why them?

It's a two-way street. Think about why the company should employ you and why you are an exceptional candidate for the role. What do you have to offer? And why do you want to work for that particular company? What is it about them that makes them stand out from the crowd?

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Ask questions

This is a perfect time to find out more information that you would not regularly find on the internet. Having questions ready to ask shows good preparation and a true interest in the company. This is also a great time to ask what future opportunities would look like.

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Avoid the ramble

Think about the question you have been asked and actually answer it. Prepare answers for the common questions you are likely to be asked. Real life examples work best, but if you haven't been in that situation before, outline the processes you would work through if you did find yourself in that situation. Answer behavioural questions following the STAR (Situation, Task, Action, Result) method. Active listening, body language with strong eye contact and sitting up straight show the interviewer that you are engaged and interested in the conversation.

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Be positive

Avoid speaking negatively of your ex/current employer in an interview no matter what the situation. Make a list of achievements in the role and try to focus on those points. If you have been in difficult situations, talk about what you learnt from the situation to display your growth mindset.

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Be you

An employer wants to get to know the real you, so let your passions shine. Most companies are looking to employ a diverse range of people, it is not about how you "fit" the culture, but rather how you "add" to the culture. Don't feel you need to suppress your personality to 'fit in' with what you think the employer wants; it's important to be happy in your job and to do that, you've got to be you.

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Stay connected and get feedback

You may not always be successful in getting the job, or perhaps you decided the job wasn't for you, and that is okay, but the networking you may lead to another exciting opportunity. If during the interview you start to think it is not for you OR you feel like it is not going well, continue to give 100% as you never know where it may lead you or what the interviewer is thinking. Politely request constructive feedback so that you can learn from the experience.

Top Tips for Virtual Interviews

1 A virtual interview should be no different to a physical interview, take on board the 10 interview tips.

2 Ensure you're in a quiet location without a distracting background (most video software offers the option of a virtual background).

3 Ensure you have a good internet connection.

4 Download the video link you're using and test it out, ensuring the mic and video work, positioning the camera correctly so that you can look directly into the camera and make good eye contact.

Now go and be **Fearlessly Forward** and nail that interview!

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