

ATTENDING AN INTERVIEW

Being asked to attend an interview is a reasonable indication that you are seriously being considered for the job. Many people find the experience unnerving no matter how many times they go through it. Here are a few easy to remember tips that might help you to maintain a calm, confident manner and to ensure that you make a good impression on the interviewer.

- (A) Be punctual and give yourself plenty of time to get to the place of appointment, having made sure on a 'practice run' just where it is located and how long it will take you to get there.
- (B) Make sure you look neat and tidy.
- (C) If offered a hand to shake, take it firmly and shake it once – limp, boneless handshakes can be immediately off putting. On the other hand, do not squeeze the hand offered so tightly that you break the bones! Say either “How do you do” when shaking hands, “Good morning” or “Good afternoon”.
- (D) Be honest and be natural. Do not try to give the impression of being someone you are not; you will not be able to keep it up for long!
- (E) Try to find out as much as you can about the company or organization you are going to. Have a list of questions on a notepad about the company: the special duties you will be expected to undertake; who it is you will actually be working for; the department you will be working in and its particular area of activity within the company; the location, if it is in a place unfamiliar to you.
- (F) Be prepared for questions about your job history which you will have already supplied, but remember, never criticize past employers. Mention any special experience or events which might be particularly relevant to the job or area of commercial activity. If the job is to be at the executive level, mention duties, activities or occasions which demonstrate your initiative, versatility, and ability to cope in awkward or unforeseen situations.
- (G) Leave matters relating to contracts, pay benefits, hours of work, holidays, removal expenses, etc. until the end and until you are certain from the discussion that you want the job and are reasonably confident that you are seriously being considered for it.
- (H) When the interview is obviously over, thank the interviewer even if you have made up your own mind that you do not want the job or do not think you are going to get it. Quite often you might be asked there and then, “When can you start?” It will not give a very good impression to answer “Right away” if you still have obligations of notice to work out with your present employer.

SOME QUESTIONS:

- Tell me about yourself. - Why should we hire you? - Why did you leave your last job?
- Are you willing to relocate? - How would your last boss describe you?
- Where do you see yourself being in five years time? - How well do you work under pressure?
- Tell me about your scholastic record. - Tell me about your extra-curricular activities.
- What salary are you expecting?