

How to prepare for an Interview

Do your research

The better prepared you are, the more relaxed and comfortable you will be when the questions begin.

Before the interview, it is a good idea to gather information about the organisation that has the position vacant and try to relate your experience to the specific duties of the job opportunity available. You can search for the organisation online for more information, and view their website for more detailed news and insight into its culture.

Plan ahead

Practice interviewing. Enlist a friend (better yet, a group of friends and colleagues) to ask you sample questions. Practice making eye contact.

Video record your practice sessions. Pay attention to body language and verbal presentation. Eliminate verbal fillers, like “uh,” and “um.” Practice using positive body language to signal confidence, even when you’re not feeling it.

Handle logistics early. Have your clothes, resume, and directions to the interview site ready ahead of time, to avoid any extra stress.

Make sure you’ll look the part. Clothes-wise, try to match your dress style to that of the company you’re meeting.

Arriving at the Interview

Whilst it’s important to make sure you arrive early enough to allow yourself time to settle in (five to ten minutes should be enough) remember that the interview starts long before you shake hands and sit down in front of your interviewer.

Make sure that you’re polite and friendly to everyone you come across in the interview process. From greeting the receptionist, to the people you share a lift with, to walking through an open-plan office to reach your meeting-room. These are all touchpoints with your potential future employer and colleagues, who will often share their impressions of visitors afterwards. Make sure that everyone you come into contact with sees you in a positive light.

First impressions count, and non-verbal cues matter even more than verbal ones. So in those first few minutes, it’s all about smiling confidently, shaking hands firmly, making eye contact and generally looking as if you’re glad to be there and you want the job. In everything you do, project an attitude of energy, enthusiasm and interest.