

Congrats on landing an interview! Now you know your CV is good, here are some tips to help you with interviews.

You can prepare for an interview even **before** you get the invitation. Try these tips:

- Go through common interview questions and plan how you will answer them.
- Prepare questions to ask the interviewers to help you learn more about the team or position.
- Read up about the company to learn about their structure, business and ethos. Go through their website, LinkedIn and other social media platforms.
- Know the job description of the job you have applied for.
- Check with the interviewer what, if anything, you should prepare for the interview.
- If you are asked to make a presentation, check if you need to bring a laptop or flash drive.
- Put together an interview folder with pristine copies of all your relevant documents such as a printed resume and cover letter, qualification certificates, ID and driver's license.
- Keep copies of your documents and interview presentation in a secure online location so that you can access them if anything gets lost or forgotten. Emailing them to yourself is an easy way to do this.

On the day and **during** the interview you should do the following:

1. Announce yourself at reception confidently: "Hello, I am [Name and Surname] here to see [Name and Surname] for an interview."
2. Switch your phone OFF.
3. Take your interview folder and original documents like ID and driver's licence with you.
4. Take a notebook and two pens.
5. Remember your laptop or flash drive with your presentation, if necessary.
6. Be on time. This means leave home EARLY.
7. Dress and look neat, clean and professional. Do a quick check before you approach reception.
8. Maintain eye contact and smile. It's okay to be a little nervous; be yourself.
9. Keep your body language approachable and professional.
10. Answer truthfully and concisely but not abruptly.
11. Tie your answers back to your experiences and achievements as often as possible.
12. Do not speak badly of your current or previous employer, focus on how you grew or what you learned there.

**After** the interview you should:

- Thank the interviewers for their time and consideration before you leave the room.
- Send a thank you email to the interviewer within 24 hours of the interview.

## FINAL THOUGHT

Always acknowledge the email that you receive with the outcome of interview.

If you got the job, congrats! Write back and tell them how much you look forward to working for them.

If you didn't get the job, write back and thank them for letting you know.

Rejection is not a great feeling, but it's not the end of your journey. Take a moment if you need to and then bounce back to preparing for your next interview. You didn't lose, you learned. Take this experience and move forward with it.