



## Interview Advice:

**Do your homework:** Make sure you have reviewed your personal skills and your most notable achievements before the interview, so that you can summarize them easily and concisely. Be proud of what you've achieved; you want to demonstrate how your skill set is transferable, and how it can be utilized in the role that you're applying for.

Bring extra copies of your CV and, most importantly be yourself and not what somebody else expects you to be. You'll be much more relaxed that way!

**Be punctual:** It's best to arrive ten minutes prior to the interview start time, because by doing this, you'll have more time to prepare mentally, and you won't arrive flustered and disorganized.

**Research on the company before the interview:** knowing about the employer's recent history, ethos and current position in the market will assist in the interview. Spend time on the company's corporate website, too. Doing your research thoroughly will inevitably help you come across in a positive light.

**Be specific:** Illustrate what you say with examples of your achievements and skills. The more specific you can be the easier it is for the interviewer to see how well you will fit into the organization.

**Dress suitably:** In the majority of companies, looking smart is second nature. So, it's always advised to come to an interview dressed in 'one level up' from what you'd be expected to wear at the job you're applying for. This implies that you take pride in yourself, and that you're ambitious. Try to make sure that you're comfortable too, because if you feel comfortable, you'll act comfortable, which will really help you in the interview.

Here are a few basic rules for interview attire:

- Not too casual
- Make sure your clothes are the right fit. For example: not too tight/loose. Don't show any midriffs, cleavage etc.
- Don't accessorize too much. Keep jewelry to minimum.
- Keep facial hair neat, and tidy.
- Keep make up to a minimum.
- And if you do have any piercings or tattoos, try to keep them respectfully hidden.

**Be positive!** Always be polite and friendly to everyone you meet from the moment you walk through the door. Remember to express enthusiasm and optimism. Be an interested listener, and observer.

**Avoid early salary talk:** Do not talk money until your worth has been established and understood, do not seem overtly concerned with your salary. Make sure you are aware of all aspects of the job role, so you can decide if this is the right job for you before discussing salary in detail; you need to assess whether this is a role you can grow in, and a role in which you'll have something to offer.

**Always protect the privacy of a past employer:** If you can't be nice about a past employer the future employer won't trust you.

**Listen as well as talk:** Pay attention to your interviewer. Make sure you are answering the question he/ she is really. Speak clearly sure your answer is understood. Focus on making eye contact, and use positive body language.

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