

## Secure the job...

**Preparation is the key to a successful interview and controlling your nerves. Below is a list of tips to ensure a successful interview.**

### 1. Company Research

Research on the internet and the company website:

- **What is their primary business?**
- **What projects are they currently involved with?**
- **Who are their main clients?**
- **What is their size?**
- **What are their values?**
- **What are some interesting facts about the company?**
- **Have they been on the news lately?**

You will be able to confidently talk about the company in interview if you have done your research!

### 2. Practice makes perfect

Interview questions can be daunting, especially if you are not prepared. The most common interview style is the behavioural interview. Behavioural questions give a future employer a chance to see how you respond to a scenario, drawing from your past working experience.

To help you, we have provided a list of common behavioural interview questions. We suggest you print these off and write answers for each question. Once you are happy with your answers practice by reading them out aloud.

This will allow your subconscious to retain the information and you will avoid the post-interview regret, "I wish I had answered that question better."

### 3. Personal presentation

There are plenty of horror stories of candidates arriving at interview wearing inappropriate clothing, too much makeup, overpowering fragrance, smelling of cigarettes, chewing gum, arriving late... the list goes on. Make sure this is not you.

Be remembered for all of the right reasons. Keep your look professional, simple and smart.

### 4. Prepare interview information

The last thing you want to do minutes before your interview is forget the names of the people interviewing you. Avoid the embarrassment by preparing interview information.

Remember to have the basic details written down and take them with you:

- **Address – street number and level. Print a map of the location**
- **How are you getting there? And how long will it take?**
- **Names – what are the names of the people interviewing you?**

By preparing this information you leave nothing to chance!

## 5. The day of your interview

Don't get caught out!

- **Arrive 15 minutes early**
- **Do a quick check on your appearance**
- **Give yourself time to mentally prepare before you walk into reception**

When you are greeted by the receptionist and/or interviewers, smile, have eye contact, give a confident handshake and follow their lead through to the interview room.

## 6. Body language is important

Body language is key to a successful interview.

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- **Keep your arms unfolded to show you are open to giving and receiving information**
- **Sit up straight to show you are alert and confident**
- **Lean in slightly to show you are interested**

If your body language shows that you are interested, genuine and honest, you will put the interviewer at ease.

## 7. Build rapport and connect

You can do this through eye contact, smiling, being open with your body language and using their name. If you are in front of a panel of interviewers ensure that you communicate to them all.

## 8. Ask questions

This validates your enthusiasm and interest.

Some examples could be:

- **What projects do you have coming up?**
- **What is the next step from here?**
- **Is there any other information I can provide that will be of use?**

## 9. Finishing your interview

Make sure that you exit the interview as you came in; smile, have a confident handshake and keep good eye contact. Show that you are interested in the position by saying "Thank you for your time today, I look forward to hearing from you."

Thank the receptionist on the way out; they may potentially give this feedback to the interviewers.

Walk out confidently.