

## Top 5 Interview Tips

If you're counting down the days till your next job interview, these helpful hints will help you get in the right mood so you can leave a lasting impression on the interviewers.

### 1. Do your research

Preparation is the key to a successful interview and to getting that appointment you desire. It is the little things that make the big difference. Fail to plan, and you plan to fail. You are certain to be asked specific questions about the company, so make sure you've done your homework on things like their last year's profits, competitors and latest product launches. Also take a look at the latest developments in the industry so you can converse with confidence.



### 2. Practice key interview questions & answers

Although there is no set format that every job interview will follow, there are some questions that you can almost guarantee will crop up. You should prepare answers to some of the most common interview questions about your personal strengths and weaknesses, as well as being able to explain why you would be the best person for the job.

### 3. Look the part

Appearances shouldn't matter, but the plain fact is that you are often judged before you've even uttered a word. Make sure your shoes are polished, your clothes fit correctly and that your accessories are subtle. Dressing one level above the job you're applying for shows a desire to succeed.

#### **4. Stay calm**

Good preparation is the key to staying in control. Plan your route, allowing extra time for any unexpected delays, and get everything you need to take with you ready the night before. Remember to speak clearly, smile and remember that your interviewers are just normal people, and they may be nervous too!

#### **5. Ask questions**

You should always have some questions for your interviewer to demonstrate your interest in the position. Prepare a minimum of five questions, some which will give you more information about the job, and some which delve deeper into the culture and goals of the company.

If you feel you need expert assistance to prepare you for that all important interview or require a little help with creating strategies for a winning interview then why not join up to our Talentrack career consultancy programme.