

Interview Skills

Job interviews are stressful. You have to come across as friendly, reliable and trustworthy, a good match for the job.

In order to present yourself in the best light, you need to be prepared, to articulate and present well and to stay calm throughout the interview.

Be prepared

- > Know the exact place and time of the interview, the interviewer's full name and the correct pronunciation of their title.
- > Find out what the organisation and job are about with plenty of detail. You will understand the organisation better and this will show that you are really interested about working there.
- > Spend time reviewing your resume and experience and its relevance to the position. Be prepared to relay why this role appeals to you and why you should be considered for this job.

- > Employers often ask about your strengths and weaknesses, so be ready to present yourself well and honestly, while also considering for additional information. Also, have some questions prepared, just in case, i.e.: about the company, work/shift schedules, staff development opportunities, how they will inform you about the outcome of the interview.

Presentation

- > Make sure you arrive on time wearing appropriate clothing.
- > To demonstrate confidence; stand straight, make eye contact, try to smile and connect with handshake
- > The interview is a chance to convince the interviewer of your skills and abilities, so make sure you communicate your qualities, rather than being too modest and hiding them. Act confidently, and do not come across desperate to get the job.
- > Try answering questions succinctly going into sufficient depth without rambling.
- > Don't be too familiar, overly friendly, unless you are sure that that is required from you.

