



# Interview Tips

## Before

1. **First, do understand the job description of the position offered;**
2. **Map your skill-set with the job requirements and be honest to yourself when assessing your value to the potential employer and the value of the position to your career progress/goals;**
3. **It is essential that you prepare possible answers to questions that you may be asked that demonstrate your competence, experience, knowledge and abilities for the position offered;**
4. **Make a list of all of your past significant achievements - expand on the ones you have highlighted in your resume;**
5. **Do some research on the potential employer to help you know the sufficient details regarding the employer, and the position offered (this could be through your consultant, internet and employer's corporate web site);**
6. **If you are preparing for telephonic interview, make sure that you are at a quiet place at the time of the call;**
7. **If you are expecting a written test, do a proper homework before the test;**
8. **Arrive at least 10 minutes before the agreed time of the interview. Allow for unexpected traffic and/or parking difficulties.**

## During

1. **First impressions are powerful and you can turn this to your advantage by making a positive first impression, which in turn, sets a favourable tone for what happens during your interview. The way you dress frames the picture - the way you behave & speak colour the portrait of who you are. Maintain a warm and friendly gesture e.g. a natural smile will punctuate your conversation and add to your presentation;**
2. **Words partially express of what people actually communicate. Nonverbal communications such as facial expressions, body movement and actions convey the rest;**
3. **Maintain an "open" body position. Sit straight or lean towards the interviewer a bit to show interest and enthusiasm;**

4. **Avoid irritating habits such as pen clicking, hair twisting, foot swinging and knuckle cracking etc.;**
5. **Avoid being aggressive - conceited 'superiority complex' - 'know-it-all' attitude;**
6. **Never condemn your past employer/colleague;**
7. **"Listen, listen & listen the interviewer carefully with interest & do not interrupt if interviewer has not finished speaking. Do make sure the questions are understood in totality before answering it";**
8. **Answer questions truthfully, candidly and as to the point as possible.**

## **And after**

1. **Let the interviewer know how interested you are in the position;**
2. **Don't be too discouraged if no definite next steps are discussed. The interviewer will probably want you to go through another round of interview or interview more applicants before making a decision;**
3. **Thank the interviewer for their time and consideration of you. If possible send a thank you mail to the interviewer(s);**
4. **Last and most importantly, promptly call your consultant after the interview and explain what happened. Consultant would like to prepare himself/herself before he/she speaks to the interviewer. If you are interested in progressing further it will assist if your feelings towards the position are known, together with your perception of what the client's reaction is likely to be.**

**By CEO, JobMarina.com**