

PREPARING FOR AN INTERVIEW

General Interview Tips:

- Research the company you are going for an interview at beforehand. Do not arrive on the day not knowing what the company does.
- Remember that lying or over-exaggerating will never pay off.
- Unless asked otherwise, keep your answers informative, short and sweet.
- Always thank the interviewer for their time, regardless of whether the interview has gone well or not. They have taken time out to see you and given you an opportunity. Having a good attitude may mean that the interviewer remembers you at a later stage for another possible position.
- Dress appropriately for the job that you are applying for. Look professional and neat. For example, if you are applying for an office job, wearing smart black trousers and a white button up shirt will be appropriate.
- Do a mock interview so that you can practice answering basic questions. This also helps to settle your nerves on the day and feel more prepared.
- Remember that some jobs may require you to work remotely or carry out interviews online. Ensure that if this is a requirement for the position, that you have good internet connection and a quiet environment. You do not want to let your employer down before they have even had the chance to interview you. Ensure that the background of your online interview is simple and professional.

Here are some frequently asked interview questions for you to practice.

Note: You do not need to memorize your answers but having an idea of what you are going to say is a great help in feeling more confident and impressing the interviewer.

1. Tell me a bit about yourself?

Answer this question with information about your past education and work experience. Refer to the parts of your experience and personal character traits which suit the role that you are applying for.

2. What are your strengths?

Be honest about what you are good at and highlight strengths which are suitable for the role you are applying for. For example, if one of your strengths is that you are a good runner, but you are applying for a sales position, mentioning this will have no benefit to your interview. You could choose to mention this in another question, such as what you enjoy doing in your spare time. A more suitable answer would be that you are able to function well under pressure and are confident on the phone.

3. What are your weaknesses?

Again, be honest, but answer this question carefully. Phrase your response in a positive light. For example, if your weakness is that you often take on more than you can cope with, rather state that you have difficulty saying no to new tasks and requests. Acknowledging your weaknesses shows maturity, but it is important to remain positive in the interview.

4. Why do believe you will be a good fit for this position?

Answer this question by linking your skillset to the requirements of the position. Elaborate on why you would be the best candidate and how you will benefit the role.

5. Do you prefer working independently or in a team?

It is an important part of working for a company to be able to get along with others. Even if it is not your preference, it is good to mention that you are able to work well in a team and realise the importance of getting along with your colleagues in working towards company goals.

6. How did you hear about this position?

Answer honestly. Make mention in your answer that you admire the company and believe you would be a good candidate for the position.

7. What do you enjoy doing in your spare time?

Try to relate some of your hobbies to the job opening. Such as mentioning that you like to learn new skills. You can also include your personal hobbies here to give the interviewer a better understanding of who you are and what you like.

8. Why do you want this job?

Again, this is an opportunity to mention that you have always admired the company or that the role you are applying for is one that you are truly passionate about. You could mention that the role would align with your goals and that you feel your skills and expertise are well suited to the position.

9. What are your goals for the future?

Questions regarding your future are most probably aimed at assessing your commitment to the role and the company. Make sure you answer this question by including the company in your response. Avoid answers that allude to the facts that you are using the company as a steppingstone.

Note: The questions may not be the same for every interview and there will certainly be some questions that you have not prepared for. Knowing how to think logically under pressure when answering those questions is important. Try not to ramble.

Be sure that you have prepared some questions for your interviewer as well, should you have the chance to ask. Having questions for the interviewer shows keen interest and that you are serious about the position.

For example:

- Is overtime expected in this position?
- Is there room to grow/advance in the company?
- How long will I need to be in training for this position?