

HELPFUL HINTS TO ACE THAT INTERVIEW

- A smile, a firm handshake, clear communication and eye contact is essential.
 - Body language says a lot, keep it professional and remember not to fold your arms.
 - Always dress appropriately for your interview. First impressions really do count. Should you not be 100% sure of the dress code rather over dress than under dress. It shows that you are professional and take pride in yourself. You can always remove a jacket, tie or accessory should you feel too formal.
 - Ensure you are well groomed with tidy hair, clean shoes and neatly ironed, clean clothing. Do not wear too much perfume or aftershave and keep make-up, jewellery and nail polish simple.
 - Plan your journey beforehand to ensure you arrive at least 15 minutes early, this will ensure that you are relaxed and confident and not rushed and stressed. Allow for possible traffic delays. In case of a major hold up, make sure you have the companies contact details so that you can call if you suspect you will be late.
 - Make sure you know the names of the people who will be Interviewing you. Practice saying them if they are difficult to pronounce.
 - There's no such thing as enough preparation for an interview.
 - Find out everything you can about the company. View their website and look for current news. Being prepared allows you to feel more confident and it shows that you are serious about the opportunity and that you have put thought and effort into your Interview. Research the clients interviewing you on Google, Linked-In and other relevant business media.
 - Prepare by practicing your answers to possible questions. Be your own worst interview nightmare and imagine what the most difficult question could be that you might have to face. Practice the answer.
 - Remember interviews are two-way meetings. Not only are they an opportunity for the interviewer to find out more about you and if you are suitable for the position but they are also an opportunity for you to find out more about the organisation and the position. Make sure you prepare relevant questions to ask them as well.
 - Be upbeat, positive and eager to take on the challenge. Never Come across as negative, they will pick up on this immediately.
 - Follow the pace of the interview. If the client speaks slowly, so should you. If the client speaks quickly, pick up your pace.
 - Remember to switch off your cell phone.
-