

CANDIDATE TIPS DURING THE INTERVIEW

Interviews range from conversations lasting a few minutes to several formal meetings, sometimes with more than one interviewer. The better prepared you are, the more relaxed and comfortable you will be when the interview questions begin.

To be on the safe side, bring a spare copy of your resume to the interview. We advise arriving at least ten minutes early.



A firm handshake with a big smile will do wonders when you first meet your Interviewer. Some small chit chat from the reception area to the interview room will also help. These are the vital seconds (not minutes) in making your first impression.



Body language and other forms of non-verbal communication are important elements in the way an interviewee performs. Appearing relaxed and trying to act naturally is easier said than done but good appearance is mostly a matter of assuming a position that you are comfortable with. We suggest sitting up straight, leaning forward slightly and always maintaining good eye contact with the interviewer or panel.



Always treat the interview as a two way discussion and answer questions honestly, directly and keep to the point. If you are not certain about a particular question, do not be afraid to ask if it can be rephrased. Listen, never interrupt and answer only what is asked.

There are common questions which arise in most job interviews, and while you should be prepared, try not to rehearse answers that are too precise. We suggest working on broad subject areas that are likely to come up during the interview. Some of these areas include:

General background - Often the first question is a request for a summary of your background. People applying for their first job should focus on extra curricular activities, education, and qualifications

Qualifications - A specific question often asked is "Why do you think you are qualified for this position?" Qualifications, in this context, mean all qualifications which could make you suitable for the position including educational, employment-related and personal. This may be the question that will win or lose you the job, so your answer needs to be clear and memorable.

Experience - Here is where your research pays off. Your answer should include details about relevant employment, community or educational experience and a discussion of the nature of the industry, the organisation and the position itself.

Reasons for applying - If you are applying for your first, or one of your first jobs, your answer should describe what you find appealing about the position, how you prepared yourself for a career in the organisation and how you believe your present job equips you for the position.

Career objectives - Be ready to discuss your long-term aspirations. Your best approach is one that indicates you have thought about your career in these terms and have taken some action towards realising your ambitions.

Crisis management - In some organisations, employers give candidates questions designed to test their ability in situations or crises. You should try to find out the most common type of dilemma for employees in the job you are seeking and formulate an intelligent response.

Sample interview questions

- What job would you like if you had a completely free choice?
- Why are you seeking a position with our company?
- Why do you want to be a *****?
- How do you cope with pressure situations? Be ready to give an example.
- Have you come across a situation like this? How did you handle it?
- What was the outcome?
- What are your greatest achievements to date?
- What objectives did you set yourself at the beginning of your career or study?
- Have you achieved those objectives?
- What interests you most/least about this job?
- Describe your own personality.
- Describe a situation where you have... (Have relevant examples at the ready.)
- What salary are you looking for? (Do your homework beforehand!)

Towards the end of the interview, you will usually be asked if you have any questions of your own. Be confident when asking your questions and use them to score additional points in your favour.

At the end of your interview, smile and thank the people involved for their time. While decisions and job offers are usually made some time after the interview(s), should an offer of employment be made at the conclusion, ask whether the offer will be confirmed in writing. Also, it is not unreasonable to request a short period of time to consider the offer before formally accepting.