


Ace that Interview!





An interview is a formal meeting between you and an employer/college/university.

The interviewer will ask questions to determine whether you are an appropriate person for the job/course. You can ask the interviewer questions to obtain enough information about the position to decide if the company/college/university is the right place for you

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How do I make a good first impression?

- Dress - neat, clean, and presentable
- Bring copies of CV
- Bring references
- Offer firm handshake
- Use eye contact
- Sit straight in chair - don't lean back Arms resting - don't fold arms
- Control nervous behaviours (tapping feet, pen)
- Respond by smiling or nodding your head - shows interest
- Control giggling or laughing

What To Bring To An Interview

Pre-Interview Preparation

What To Bring To An Interview

- Copies of your CV
- Progress file
- A nice pen, note pad, and calculator
- Your references
- Prepared questions to ask the interviewer
- Proper documents: Driver's license or photo ID
- Social security card
- Academic credentials
- Working papers
- An application if received beforehand
- Money – in case you need to pay for lunch or parking
- A positive attitude!!!

Pre-Interview Preparation

Learn about the interviewer

- Find out something about the employer/college/university. What do they make? What courses do they provide? On your interview, they may ask what you know about their institution.

Pre-Interview Preparation

Wear professional clothing

- You never get a second chance to make a first impression. Make sure that your clothing is neat and presentable. Wear a minimal amount of jewellery. Go easy on the make-up and perfume/cologne as well.

Pre-Interview Preparation

■ Arrive Early

- Never be late for an interview. It makes a bad impression. Know the exact location of the interview and allow yourself enough time to reach your destination. Upon arrival, give your name to the receptionist.

Pre-Interview Preparation

- Allow enough time for the interview
- Your interview may start late or run longer than expected. Make sure that your schedule is open.

Pre-Interview Preparation

- Be patient when waiting for your interview
- Although you have an appointment for an interview, your interviewer may be running late. Remain calm, be polite, and wait quietly.



Pre-Interview Preparation

- **PRACTICE - PRACTICE - PRACTICE**
- Rehearse some of the common questions interviewers will ask you. Recite your skills and abilities that make you qualified for the job/course.

What questions should I ask and
what will they ask me?

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Tell me about yourself.

- This question is meant for you to talk about your skills and abilities to do the job/course

What are your strengths?

- Tell the employer about what you do best and the positive work values that you'll bring to the job.

What are your weaknesses?

- Give the employer something that is not really a weakness. example - "I'm a perfectionist"

What questions will they ask me?

Why do you want to work here/come here?

- Give the interviewer reasons why you chose to apply for the job/college/university.
Example - The course fits your skills and career aspirations and you know that you can make a significant contribution to the institution .

What is your greatest accomplishment?

- This can be a school-related achievements or something outside of school in your personal life.

Why should I give you a place?

- Talk about your skills and achievements.

What questions should I ask them?

- *One of the key elements to succeeding on an interview is to be sure to ask the interviewer some questions. Interviewers expect you to ask questions about the job or the college. It shows them that you are really interested in being there!!!*

What questions should I ask them?

- What are the responsibilities of this job?
- Can you tell me where my career may go in this company, if I work hard in this position?
- What qualifications do you hope the successful candidate will have?
- What is the most important contribution that you hope the successful candidate will make in this college?



What questions should I ask them?

- How will this course be taught?
- How often is performance reviewed on this course?
- Who do I report to?
- What facilities are available at this University.
- What are your results like on this course?
- Can you describe what a typical day is like.

Tips for dressing appropriately

Cleanliness

- Showered and neatly combed hair Trimmed nails, clean hands Light perfume or cologne

Clothing

- Neat and pressed Dark colours No sneakers, sandals, shorts, t-shirts, or tight clothes

Hair

- Clean and trimmed Clean shaven and neatly trimmed facial hair

Jewellery

- Limit rings-men avoid earrings Conceal tattoos Finger nails should be business length-no loud colours or designs



Tips for dressing appropriately

Manners

- No gum chewing Do not use slang words Answer with yes or no not "yeah, nah, or uh-huh" No swearing or smoking Wait for interviewer to be seated or wait for interviewer to ask you to have a seat before you sit

General Interview Tips

Tips For Success

Listening Tips

Tips for success

- Be on time
- Know the interviewer's name and know how to pronounce it
- Be courteous to everyone you meet
- Don't use slang - watch your grammar
- Don't play comedian
- Never insult a former employer, other school, or teacher

Tips for success

- Don't interrupt the interviewer
- Be prepared for personal questions
- Wait for an offer to bring up salary, accommodation or start date
- Bring an extra copy of your CV
- Be yourself!
- Make sure you say thank-you after the interview

Listening Tips

- Resist distractions, keep your thoughts focused on the interviewer
- Judge content, not delivery
- Do not interrupt
- Avoid making conclusions until you hear the entire message
- Keep an open mind



Listening Tips

- Concentrate on listening to the interviewer
- Maintain eye contact
- Ask questions to clarify or expand information
- Focus on the entire question, not just one part of the question
- Be open to other points of view