



PRE INTERVIEW



Do your research - know the organisation/industry

Become familiar with the company and industry you are interviewing with. This will show real interest and ensure there is no lull in the conversation.



Be prepared

Have multiple copies of your resume and any other documentation required. Don't be late - give yourself an extra 20 mins to ensure you arrive with plenty of time to stay calm.



Turn your phone OFF

Putting your phone on vibrate is not good enough. The interview requires your full attention.

THE INTERVIEW



First impressions count!

Look the part - Dress appropriately for the role. Be confident, maintain eye contact, present a good handshake and smile!



Prepare your pitch

Prepare for the question "Tell me about yourself" by planning a response that is a concise and brief walk through of your educational background, interests, and future goals.



Know your strengths

Focus on the skills that you can implement immediately. Employers want to hear how you can hit the ground running and contribute to their company.



Tell your story

Prepare examples of required skills that support your claim to be the best candidate. How have you developed or used these skills to demonstrate them to the employer.



Ask questions

Be prepared. Ask questions that show you are serious about working in this job and with the organisation.

POST INTERVIEW



Thank the interviewer

Follow up the interview with a thank you email reminding the interviewer of your qualities and fit for the role.