

Interview Cheat Sheet

10 TOP TIPS
FOR NAILING THAT INTERVIEW

1.

What Type of Employee Are You?

Think about what you have to offer the company? Are you proactive, punctual, hardworking...?

2.

Research It!

Don't show up blank. Research the company and understand what they do, what their values are, how many employees they have, financials etc...

3.

Back Yourself up with Paperwork

Be sure to have your job specification, interview info and your up-to-date CV printed, neatly presented and ready for action.

4.

Be Prepared

Run through the types of questions you might be asked, so that you're not caught off guard.

- Technical / Competency based

- Value / Belief based

5.

Dress for Success

Make sure that you dress professionally and feel good in your own skin. That confidence will work wonders for you on the day.

6.

Address the Room

If there is more than one interviewer, be sure to make eye contact with both parties and address the room rather than just one individual.

7.

Be a Goal Giver

Highlight any achievements that may have been missed but, be careful to not come across as boastful.

8.

It's Also About You

Prepare a few questions of your own and ask yourself if this position will be the right fit for you.

9.

Cool Calm and Collected

Despite the nerves you may be feeling, remember to calm your mind and keep a cool head. This is just one part of the interview process and you've done your homework.

10.

Arrive with Confidence

You've made it this far and stood out amongst many others. Give a warm smile, a firm handshake, some confident eye contact and make this thing count!

*Wishing you all the best for
your next interview!*