

# 10 tips

## for a successful job interview



**1. BE PREPARED**

It is necessary to know about the company's history, locations, divisions and mission before the interview. So research as much as you can about the company offering the job. The more you know means you are better prepared for possible questions which can be asked. You should re-read your CV and the job advert just before the interview. Also make sure to bring a current CV to the interview. Be ready to talk about your knowledge, experience, abilities and skills. Have at least three strong points about yourself that you can relate to the company and job on offer.

**2. DRESS APPROPRIATELY**

The first judgement an interviewer makes is going to be based on how you look and what you are wearing. You don't have to dress too smartly, but you should look clean and dress appropriately. Make sure that your shoes are polished, your clothes fit correctly and that your accessories are subtle. If you have piercings, leave your rings at home and try to cover tattoos.

**3. ARRIVE ON TIME**

Be very punctual and come on time for the interview, which means being five to ten minutes early. Always allow some extra time for any unexpected delays. Being late for a grant or job interview will make you look irresponsible and disrespectful with the interviewer and shows poor time management skills.

**4. SWITCH OFF YOUR MOBILE PHONE**

You should turn your phone on silent or turn it off completely to show that the job is your top priority.

**5. RELAX, SMILE AND BE FRIENDLY**

Greet your interviewer with a smile and firm handshake. Try to relax and stay as calm as possible and do not show that you are nervous. Speak calmly and correctly, act natural and be in a good mood. Show enthusiasm, be friendly and do not forget to smile during the interview.

**6. USE GOOD LANGUAGE AND MANNERS**

Good manners are necessary before, during and after the interview. Say "please", "thank you" and don't interrupt the interviewer. Be tactful,

courteous, sincere and polite and speak loud and clear. Don't use colloquial expressions. Also be aware of when to keep quiet. Do not talk off the topic but keep your answers to the point and reply briefly and accurately. It's good to follow up with a thank you note. Within this note let the interviewer know how pleased you were having the interview. Thank him or her for the interview.

**7. USE BODY LANGUAGE**

It's not only what you say at a job interview, but also how you say it. Greet your interviewer with a smile and firm handshake. Sit up straight, keep an interested expression and smile during the interview. Do not fold your arms and lean back or look to the floor. Use your hands and lean forward when making a point. When talking to your interviewer try to maintain eye contact, do not look around. When you say goodbye, shake your interviewer's hand.

**8. PAY ATTENTION AND ASK QUESTIONS**

Make sure you're well-rested, alert and prepared for the interview. Be inquisitive, but not pushy about work environment, benefits, hours and pay. When you ask questions, it shows that you are an interested and qualified candidate. At the end you can ask the interviewer if there is anything else he or she needs to know about.

**9. BE HONEST ABOUT YOURSELF**

Emphasize your best features and qualities which would apply for your future job and detail the key advantages you can bring to the position, but don't lie. This starts from the day you put together your CV to the day of the interview. Don't try to make something up. That will hurt your credibility. You should be honest about yourself so the employer can trust you. If you don't know an answer to a question during the interview, simply say it.

**10. AVOID NEGATIVE COMMENTS**

During the conversation avoid negative comments and feedback about your former workplace, ex-mates or employer.