

How to behave / react / prepare during or for an interview

In an interview you are effectively selling yourself as a valuable product. Sell your skills, qualifications and experience to match the client's needs. Be prepared before going into an interview. Always research a company and be fully briefed on the job that you are being interviewed for. Interviews are two sided - both parties are finding out if the other party can satisfy their requirements.

The interviewer wants to make sure that you are qualified to do the job and would fit into the company environment.

The interviewee wants to make sure the company will stay profitable and offer a clearly defined career path.

- Dress smartly and be alert, attentive, co-operative and positive.
- Always arrive at least 10 minutes early.
- Always answer the question that has been asked.
- Focus on your positive qualities and achievements and actively promote them during the interview.
- Always ask at the end of an interview what the procedure is from that point on.
- Make it clear that you are very interested in the position and are keen to move onto the next stage.
- As much as possible avoid being negative about previous employers or previous work experience.
- Focus on the future and your learning experience.
- Show enthusiasm and interest in the company and maintain eye contact with the person who has directed the question towards you.
- Do not exaggerate your qualifications or work experience or distort your remuneration package.

- What do you know about our company?
- What do you know about the job?
- Why do you want to leave your present position?
- What are your strengths?
- What are your weaknesses?
- What has been a major achievement for you recently, work wise and personally?
- Give an example of when you worked well under pressure?
- What would you like to improve in your present company?
- How would your fellow work mates describe you?
- What motivates you?
- Where do you see yourself in 5 years time?
- Why do you want to work with us?
- Are you prepared to work extra hours if required?
- How would you describe yourself?

And remember, you are interviewing them as much as they are interviewing you.
Good Luck!

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