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## Interview Tips

### **So you landed an Interview for your dream job, what now?**

Here are some tips to help make you stand out and impress your potential employer:

- Dress appropriately: presentation makes a clear statement about who you are, so dress to fit the role you are applying for.
- Research the organisation: make time to check out the website of the company, it will give you information about the kind of people they employ, as well as specifics about the business. A good interviewer will ask you a question relating to their webpage, so make sure you have looked at it!
- Dress appropriately: presentation makes a clear statement about who you are, so dress to fit the role you are applying for.
- Body language can say more than your words, so make sure you sit in an approachable way. Maintaining eye contact and minimal movements (i.e. don't fidget) will show that you are confident and personable.
- Remember to think about your answers before speaking. If you need to think about your response to a question, don't be afraid to pause and respond appropriately.
- Think about the response you would give to the following questions, as they are standard interview questions:
  - Tell me a bit about yourself
  - What do you believe are your strengths/weaknesses?
  - What interested you about this position?
  - Tell me about a team project that you were a part of that was successful
  - Tell me about a time when you had conflict at work and how did you resolve this?
- Expand on relevant achievements and experience that will set you apart from the crowd. Tailor your responses to the position/organisation you are interviewing for.

Remember:

- Being prepared = Being confident, so do your research.
- Arrive 15 minutes early.
- And don't be afraid to ask questions, it will show you are keen.
- What do I want to get out of my current job in the next year, 2 years, 5 years?
- To get where I want to be do I need to study?

Don't be afraid to aim high in your Career Plan, but be honest about any personal or professional growth you may need to do to get there.

Don't be overwhelmed by long term plans, just break it down into actionable steps and update regularly if need be.

It's not just left to you! Make sure you use all the resources available to ensure you get where you want to be:

- Your own network: Many job opportunities will be discovered through talking to personal and professional contacts. Just make sure you only discuss plans with people who are prepared to keep it confidential.
- You Consultant: Being open and honest with your Consultant will allow them to understand your aspirations and work with you to achieve your goals. Make sure you are both on the same page as to what you are looking for so they can best promote you.

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