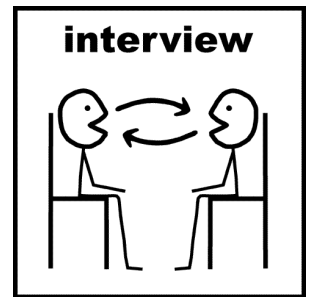


Interview Skills Top Tips



1. Research the firm you are interviewing with, the role you are interviewing for, and your interviewer's background if relevant. Information sources include the internet (e.g. LinkedIn), libraries and friends. Think about the company background, current projects, culture, mission statements etc.
2. Know where you are going - get map, plan route.
3. Be prepared. Make sure you know your CV – check dates of employment as these may have to be confirmed and prepare answers to some common questions such as 'tell me about your most recent position' or 'what has been your most recent achievement'
4. Bring your notes to the interview and refer to them when answering the questions.
5. Think of the image that you want to portray – verbal - enthusiastic, interested, knowledgeable.
6. Arrive in the area with time to spare – arrive at the interview at least 5 - 10 minutes early.
7. Memorise the name and title(s) of your interviewers(s).
8. Anticipate possible questions and prepare answers.
9. Be prepared to sell your key personal qualities.
10. Perfect your image - non-verbal – clean clothes, shoes, hair and fingernails! Positive body language
11. A good handshake gets you off to a great start. It should be firm without crushing their hand!
12. Don't fidget. Don't play with your hair, clothes, pen or business card; it will seem as though you are bored, and not paying attention.
13. Maintain natural eye contact, and in the case of multiple interviewers look at who is talking to you. When giving your answer shift your gaze between the two to involve both in the discussion
14. Think before you speak!
15. If you don't know - admit it! Ideally this should only happen once or twice though! Be honest and open – never lie.
16. Have three questions ready to ask the interviewer(s). These questions should encompass a demonstration of your knowledge and enthusiasm for the company. E.g. what goals does the team want to accomplish in the next year?

Conclusion

You are half way there. The company you are interviewing with liked what they saw in your CV. An interview is your opportunity to reinforce your 'on paper' experience with 'in-person' excellence. Remember - be yourself, and use the pointers above to enhance your overall performance. Good luck!

**YOU'RE
HIRED!**