



Successful Interview Techniques

You've made it to the interview and now you just have to use it to get the job you want. Interviews are often seen by applicants as intimidating. However, if you go there with the right attitude..... Going to interviews is good experience regardless of whether you get the job. The more experienced and familiar you are with interviews, the more confident and relaxed you will become.

A few basic reminders:

1. Prepare for your interview.
 - Ask your consultant about the job, the organisation and any relevant reading.
 - Read the position description.
 - Develop your responses to any selection criteria as these may form the basis of interview questions.
 - Have a look around relevant websites.

2. Make sure you know precisely where you are going and how you are going to get there.
 - Allow plenty of time.
 - Dress appropriately, smartly but comfortably.
 - Respond to questions clearly and succinctly. Describe what you have done
 - Keep your body language open and maintain eye contact.
 - Don't criticise previous employers.
 - Ask relevant questions.

Remember, you have to sell yourself.

GOOD LUCK in your interviews!

The ProCare team