

INTERVIEW DO'S

- **Do your homework:** preparation is the first essential step in the interview process. Researching the company you are interviewing for will show your interest and give you an upper hand. Look at their website and what's happening in the news about the company. Make sure you also research the background of your interviewers, including their career history and specific achievements.
- **Make a good first impression:** plan your trip there, do a trial run if it is at an unfamiliar location and arrive a few minutes before the interview. Late arrival for a job interview is inexcusable. Bring your CV and ensure you know its contents well so you can confidently talk through your CV and give examples. The amount of care you take in your presentation is a sign of your interest in the role and your seriousness in making a good impression, so dress appropriately
- **Listen and respond accordingly:** too often the feedback from interviewers is that the candidate does not answer the question in a clear and direct manner. Don't run circles around the questions, listen and answer accordingly while using examples from your experience to back it up.
- **Prepare smart, open-ended questions to ask the interviewer:** remember that an interview is a two-way street, asking questions will help illustrate your interest and motivation to succeed in the role and company, as well as get you noticed and separate you from other candidates. It will also determine if this really is the opportunity or business you want to join.
- **Sell your strengths and expertise:** make sure that you communicate your strengths to the interviewer in a concise, factual and sincere manner.

INTERVIEW DON'TS

- **Don't speak poorly about your present or former employers:** the interviewer will assume you will do the same to them and question your professionalism. This is a big red flag for anyone interviewing a candidate.
- **Don't falsify information:** answer questions truthfully and as close to the point as possible. Explain and describe things about yourself that relate to the position on offer, and truly reflect your experience. If you are being probed in an area that is not a strength, be honest and let your interviewer know you are willing to learn and demonstrate how you can up-skill in this area. Follow that with the strengths you have in another area that you could bring to the table.
- **Don't speak over the interviewer:** it is important to be a good listener as well as a good talker. It shows that you are respectful and have strong interpersonal skills.
- **Don't assume it isn't an interview:** regardless of what interview stage you are at or who you are meeting - it may be over a coffee, or just labelled as a final chat - it is still used as an opportunity to assess your suitability for the potential role.
- **Don't let any past rejections infringe on future ones:** finding a new job can be taxing, make sure you approach every interview as a new opportunity and learn from past interview mistakes. It is also important if you are attending several interviews to leave some space between them to ensure you can perform at your best.

Have a question?

yspn.org.au

cvcheck@yspn.org.au