

NAILING THE INTERVIEW

Whether it be a face-to-face interview or video, there are certain key tips you should follow.

1

RESEARCH THE COMPANY, THE ROLE AND YOUR INTERVIEWERS

Knowing the basics of the company you're interviewing with, what the role entails as well as who you're meeting with is essential. Research the industry, their biggest challenges, major milestones and key figures.

2

DON'T FILL YOUR HEAD WITH ENDLESS FACTS

This may seem like a direct contradiction to our first point, but there is a line to be drawn when it comes to research. Be confident that your prior experience has got you to the interview table, and don't try to prepare too many answers as this may result in you being distracted from the questions you're actually asked and leave you feeling flustered.

3

BE ON TIME - BUT NOT TOO EARLY

There is no better way to ruin your chances than to be late to an interview, whether this is with a recruiter or hiring manager. Leave with plenty (and we mean plenty) of time, even if this means finding a nearby coffee shop to wait at before your meeting. We also advise people to not enter the building until at least 10-15 minutes before your interview. Turning up half an hour to an hour early is too much, and often an inconvenience to your interviewers.

4

BREAK THE ICE

When you first enter the room (or start the conversation) break the ice with a friendly comment or observation. This could be on the lovely office they have, the weather or something else. It helps to show your friendly, personable character and decrease the nerves.

5

LISTEN TO THE QUESTIONS - AND ANSWER THEM

If you've crammed a heap of information in it can be tempting to want to show off everything you've learned - don't. Listen to the questions they're asking closely, and ensure your answer is appropriate. They want to understand what you know and what you can offer, not what you may have memorised.

6

PROVIDE REAL-LIFE EXAMPLES

Rather than listing your skills, give examples of where these have been utilised, and what the outcome was. Perhaps you've turned around an under-performing team, improved customer service response times or smashed your sales targets, these show your skills and attributes in action, rather than giving generalist comments that don't prove anything.

7

COME WITH QUESTIONS

There are many sites that list examples of questions you might want to offer. The key to this is have something prepared. Questions could include: "what do you foresee the biggest challenges being for someone in this position?" or "what does success look like in this position?"

8

CHECK YOUR TECH

If it's a video interview, checking your setup including webcam, internet connection and microphone is an absolute must. Ask a friend to assist if you're unsure, or need someone else to test it with.

9

FOLLOW UP WITH AN EMAIL

An hour or two after the interview, follow up with an email. Don't expect or ask for any details on next steps yet, simply thank them for their time, and that you look forward to hearing from them soon.