



INTERVIEW READINESS



BEFORE THE INTERVIEW

- Look through the requirements of the job to ensure that you meet them before applying to a particular job. (qualification, years of relevant experience, etc.). There is nothing as frustrating as having to review the CV of someone who does not meet any of the requirements.
- Make sure to keep a copy of the advert as this will help you to prepare should you be contacted to be interviewed.
- Check your emails, sms's and voicemails at least 3 times a day to ensure you respond to any communication regarding the role you applied for.
- Should you be contacted, make sure you get a good night's rest and get ready everything you are required to take along to the interview .
- Make sure you are neatly dressed. It does not have to be a suit, but as long as it is clean, you are one step ahead.

DURING THE INTERVIEW

- Most big companies have what are called competency-based interviews. These consist of job-specific questions and competency/softer skills questions.
- Listen to the question and answer only the question in a clear, concise manner. Do not take the interview panel on rabbit trails and don't be afraid of the silence that follows your response.
- Use examples from your own experience when answering a question. Even if it is not asked, it is always appreciated.
- Do not try to answer a question you do not fully understand. You can ask the interview panel to clarify or rephrase the question.
- If you are in an online interview, make sure you are in a quiet place where you will not be disturbed and if you are disturbed, then excuse yourself, switch off your mic and your camera and deal with the disturbance, before returning to the interview.
- Ask questions that are appropriate for the role.

AFTER THE INTERVIEW

- Make sure you check your emails, voicemails and sms's at least 3 times a day as some companies have more steps to their recruitment process, that requires a quick response.
- Don't sign anything, unless you are clear on what you are signing.