



## Interview Preparation

So you've scored yourself an interview – congratulations! Now you're one step closer to a new job. Your next step now is to prepare and we've got you covered with a list of helpful tips:

1. **Research the organisation.** This shows your interest in the organisation and will help you answer questions and make you stand out from other candidates!
2. **Prepare answers to common questions.** This will enable you to confidently answer these questions if asked. Examples of common questions are:
  - Tell us a bit about yourself.
  - What do you want
  - Why should we hire you?
  - What are your strengths?
  - What are your weaknesses?
    - When answering this question give an example where you are able to demonstrate that you are actively working to overcome the weakness or able to manage it.
  - What do you know about our company?
  - Why do you want to work for us?

Additional to these, behavioural based questions are also popular types of questions to ask. *Check out our Behavioural Interview Preparation Guide.*

3. **Prepare questions to ask the interviewer.** Interviews are a two way process. When given the opportunity ask any questions you may have – this can also show eagerness.
4. **Re-read the job description.** While doing this take note of the knowledge/skills that the employer is looking for. Think about how these apply to you and the type of examples you could provide to demonstrate how you align with what they are looking for. Additionally, this will help you go into your interview with a solid understanding of the job requirements.
5. **Prepare your outfit.** It is important to be well presented for an interview – ensure that your overall appearance is neat and clean. It might seem obvious but ensure your clothes are clean, ironed and free of lint/pet hair and stains.
6. **Plan your schedule.** It is important to be on time for an interview – even better, 10-15 minutes early. Plan ahead and organise your mode of transport and route to identify how long your trip will take you and factor in additional time for delays – consider even having a backup plan.

7. ***Focus on your key achievements.*** Be ready to provide tangible examples of your key professional achievement during interview.
  
8. ***Lastly, relax and have fun!***