

There is no way to guarantee you will get every job you are interviewed for. At least one other person, besides you, is likely to have the basics covered. That is, they will meet the entry requirements, be presentable in appearance and be sociable enough to navigate through the interview without serious mistakes. The real trick is in distinguishing yourself - so here are some helpful tips:

- REMEMBER THEY ASKED YOU – they think you might be right for the role!
- REMEMBER WHY YOU ARE THERE – you want the job!
- RESEARCH – know the company. Know the role. Know how you fit both!
- PREPARATION – what might you be asked? What do you want to communicate?
- EVIDENCE - your CV or application sets the scene, now you must back it up.
- QUESTIONS – have one or two well thought out questions prepared.
- PRACTICALITIES – where? What time? How will you get there?
- BODY LANGUAGE – understand it, use it - project a confident image.
- BE YOURSELF - but at your best, i.e. confident, relaxed and natural.

To help you, here are some possible questions – so practice your responses:

- ✓ Can you tell me a little bit about yourself?
- ✓ What would you say is your greatest strength / weakness?
- ✓ What would you say is your proudest achievement?
- ✓ Why do you want to work for this organisation?
- ✓ What makes a good team player?
- ✓ Can you give an example of when you have contributed to a team?
- ✓ Can you give an example of how you can work under pressure?
- ✓ Can you give an example of how you can meet deadlines?
- ✓ Which subject did you enjoy at school / college, and why?
- ✓ What have you learned from your work experience?
- ✓ Which parts of the job would you find difficult, and how would you deal with this?
- ✓ Which parts of the job do you think you would be particularly good at?
- ✓ Why do you think that you are the right person for this job?