



## Interview Tips

After our first issue 'Resume Tips' being such a hit, we have decided to introduce a second edition, this time focusing on the interview process. After all, an interview can really make or break whether you are successful with your new venture.

So why not learn some hot tips from the Professionals!

### Plan ahead and do your research

The better prepared you are the more relaxed and comfortable you will be when the day comes. You must be aware of what the company do, what you should wear, where you can park and how long will it take to get there. You must know in detail what role you are applying for and why you are a suitable candidate. Here are three helpful tips from the Whipper team!

- Print out the Home Page of the Company's website and take it to interview. This will give a good impression to the employer and you can refer to it later in the interview if need be.
- Know what the company do and the role you are applying for in detail.
- Arrive around 5 to 10 minutes. Never turn up late.

### Look the part

It is important to look, act and dress professionally and allow the perspective employer to visualise you in the role.

- For women we suggest a suit, skirt of dress with a blazer to look neat and professional.
- Men are best to wear a good shirt and tie.
- Shoes must always be clean, polished and closed in.

### Anticipate likely questions

Practice interviewing with a friend. Provide them with a list of questions to go through that you think may pop up during the interview. For example;

- Why are you interested in this position?
- What did you like about your last position?
- How do you cope with pressure situations?
- What are your greatest achievements to date?

### The Interview

To be on the safe side, bring a copy of your resume to the interview. A firm (not bone crunching) handshake, complimented with a big smile is appropriate when meeting your interviewer.

- Be self-confident when introducing yourself, stand up tall.
- When in the room, sit up straight, lean forward slightly and always maintain good eye contact with the interviewer or panel.
- Be enthusiastic and appear friendly and outgoing
- Listen, and never interrupt the interviewer

## The Questions - Tell me about yourself?

Provide the interviewer with a quick, 2-3 minute answer of your work background and why you feel you would be the best candidate for the position.

### Establish your worth

Discuss your specific accomplishments that demonstrate a proactive attitude. For example:

- Implementing new policies and procedures into a workplace.
- Reformatting documents to make more user friendly

### Know your key strengths

Assuming you have done your homework on the Company, these strengths should be closely aligned to the key points the interviewer is looking to have in the prospective employee.

- Support statements about yourself with specific examples.
- Talk about your greatest weakness, and then show what you are doing to overcome it. For example: 'I am forever putting my hand up to complete all tasks and take on too much on board. I learnt to improve this by delegating and giving away part of the workload.'

### Be positive about past Employers and Co-workers

Don't bad mouth previous positions, companies or employers. No matter what the situation may have been, this implies a negative attitude, and sends 'alarms' that you may well be the type of employee who doesn't take responsibility for their own actions.

### Why should I hire you?

Are you the best person for the job? Show this by providing passionate examples.

- I am hardworking, sincere and adaptable.
- I believe I can manage this role, as I have the ability and skills to do so.

## That's a Wrap!

At the end of the interview, thank your interviewer for their time and take the opportunity to once more stress on your strong points and your enthusiasm in the role.

- Exit walking upright and confident that you sincerely feel you can do the job!

Contact your references to notify them that they may receive a phone call, and to make sure that they are available to provide you a reference.

## Following up

Recruiting employees can be a timely process, so be realistic about the waiting timeframe. Perhaps send out a follow up (thankyou) letter or email either the same day of the interview or no more than 48hrs after.

- Make sure you have the correct names and use spell check, nothing worse than trying to make a good impression full of 'typos'!
- Once again, emphasise on your strong points, your worth to the company and your enthusiasm in the role.

