



## Interview dos and don'ts



### Do

- **Research** the employing company – contact the human resources or personnel section of the firm, and access their website if they have one.
- Think of ways you can **demonstrate your knowledge of the company** and prepare relevant questions to ask about the organisation
- **Read** the advertisement **carefully** (and the position description if available) and make sure you can address all criteria.
- **Take** a copy of the **advertisement** and your **application** with you
- Make sure you know how to get to the interview, and plan to **arrive early**. If you are unavoidably delayed, telephone to explain if possible and apologise. (Have a trial run of getting to the interview venue if possible.)
- **Dress appropriately** for the interview. Even if you know the position might require you to get dirty or untidy, dress conservatively. (If the job is in the clothing industry, dress to suit the style of that company)
- Make sure your **portfolio is up to date** and relevant, with spare copies of your resume, school reports and references in case you are asked to leave copies.
- **Prepare** your questions.
- **Practise** your interview with a friend or your family.
- Make sure your hair, fingernails and shoes are **clean**. Employers and panel members tend to notice these details.
- Be ready to talk about yourself. Do not use 'yes' or 'no' answers, but try to **expand your answers** into relevant statements about your strengths and attributes. Where possible, link your experiences and skills to match the position.

### Other Dos

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### Don't

- Be late
- Be unprepared
- Be sloppy or dirty
- Dress inappropriately
- Use only yes or no answers

### Other Don'ts

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## Interview preparation



### *Interview questions*

Here are some possible questions an interviewer may ask:

- What do you know about the company?
- Why do you want to work for this company?
- What do you know about the work and what do you need to do enter this job?
- Tell me about your work experience up until now.
- What are your favourite subjects at school? Why?
- What did you do in your last job?
- Do you plan on studying in the future?
- What are your hobbies, interests and social activities?
- Tell us about a significant accomplishment in the past and how you achieved it.
- Why do you think you would be good at the position?
- Why did you leave your last position?
- What are your ambitions for the future? or What is your current career goal?
- Where do you see yourself five years from now?
- When can you start work?
- Why should we give you the position?
- Have you ever had part-time work?
- What skills do you have to offer this company?
- How will this company benefit by your participation at this workplace?
- What kind of people do you enjoy working with? How do you manage working with people you find difficult?
- What do you think are your greatest strengths and weaknesses as an employee?
- How would you deal with a difficult customer or client?
- How do you manage if things don't go according to plan?

Other possible interview questions

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It is important for you to prepare some questions to ask the interviewer during the interview (usually at the end). What questions might you ask of the employer?

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