

## Action Appointments Tips for Interviews

*We are always excited when one of our candidates is invited to attend a job interview. Not only is it possibly an opportunity to land a new job, but it is also always a way of meeting new people and learning something about another organization.*

*We have developed these 10 basic interview tips for our candidates to follow to make sure they make the best of this valuable opportunity.*

1. Always do your homework before the interview. Make sure you have read the advertisement and job description carefully and that you have scrutinized the organization's website. Make sure you are able to talk clearly about how your skills and experience align to what they are looking for.
2. Dress appropriately for the interview. You do not need to wear a tuxedo or an evening dress, but it is also not advisable to wear jeans and a t-shirt. You need to look neat and presentable and as though you have made an effort with your appearance.
3. Make sure you know where you are going and what time you are expected. Work out how long it will take you to get there and give yourself extra time to take account for traffic and other possible hold ups. It is a very bad start to be late for an interview – even due to circumstances beyond your control, so by all means try to be on time, or better still just a bit early.
4. If you are running late make sure you inform Action Appointments as soon as you realize you won't make it. We will do our best to inform the panel and do damage control on your behalf.
5. When you arrive and are taken into the interview room make sure you look everyone in the eye as you are introduced to them. Throughout the interview make sure you have eye contact with everyone, especially those who are leading the interview and whoever is asking the question.
6. It is fine to be nervous – remember the people who are interviewing you are human beings and a bit of nervousness is a good thing – it means you are really keen and you are not over-confident – if you feel that your nervousness is getting the better of you then take a deep breath, smile and tell the panel how you feel. You could say something like:

"Sorry, I'm suddenly feeling really nervous, I guess I must really want this job."

That will make the panel relax too and they will probably go out of their way to make you feel more at ease.

7. If you are asked to introduce yourself and give a summary of your career then do that – give a summary – do not start telling people lots of irrelevant information about your schooling or personal life. This is not the time to go into your personal history – the panel wants to know a bit about who you are, what your career has been so far and where you hope to go.
8. Make sure you answer each question clearly and concisely and do not go on and on. If you are not clear on what has been asked then ask for clarification. You could say something like "Can I just clarify that question – are you asking me what experience I have had in the design of M&E data capturing systems?"
9. At the end of the interview the panel may ask you if you have any questions. This is a good time to raise any issues about the position that you would like to have clarified. Avoid asking questions about the salary package unless this is raised specifically – there is plenty of time to find out more details if you are offered the job.
10. Be sure to thank the panel nicely for inviting you to the interview and tell them you are looking forward to hearing the outcome.

**GOOD LUCK!**