

Interviewing Tips

- ❖ This is your chance to tell the interviewer what is special about you which makes you a better hire than all of the other candidates
- ❖ Focus on giving answers which are **Relevant** to the position, show how you are **Exceptional** and are **Verifiable** by evidence of accomplishments (Thea Kelley, 2018; the REV points)
- ❖ Think strategically about how to answer in a way most likely to win the job, instead of the answer that you think the interviewer wants to hear. Offer specific examples of how you can contribute to their success. Speak of your demonstrable skills and achievements..
- ❖ Research the company culture prior to the interview. Study the job description so that you can demonstrate that you are a good fit for the job. Preparation gives you the confidence to respond naturally.
- ❖ Make sure you understand the question. Ask for clarification if needed. Listen carefully to hear all parts of a question.
- ❖ Handle negatives positively, Negative experiences are opportunities for you to show how much you have learned or grown. Don't complain about past work situations or bosses.
- ❖ Be concise in your answers. Keep your answers to about a minute, possibly two if explaining a complicated story of what you have achieved. Do not ramble. Being longwinded shows that you do not have the discipline to get to the point, and is inconsiderate of others.
- ❖ Do not take too long to answer. Speaking up quickly shows confidence. Don't fumble for the perfect answers—take a chance.
- ❖ Watch your body language: make eye contact, smile, shake hands properly, without being too weak or too firm. Avoid showing nervousness through any sort of fidgeting. Do not play with objects on the table. Do not cross your arms or gesture a lot. Sit up straight.
- ❖ Listen to how you speak. Avoid filler words such as “you know” and “like”. Practice with someone who can let you know when you use these words, which often pop into our speech unconsciously. Doing mock interviews and practicing will build confidence.
- ❖ Bring a portfolio to the interview if you have relevant work to show.