



## PRE-INTERVIEW PREPARATION

Preparation is essential and greatly increases your chances of performing well. It also helps alleviate some of the stress involved in job interviews and the more you prepare, the more comfortable you'll be with the process.

Some hints to help you prepare:

- Look at the organisation's website and find out what they do
- Look at their vision and mission
- Look at their customers and how they serve them
- Relate your skills to the organisational outcomes for their clients
- Know who you will be interviewed by and what their typical questions might be
- Re-read your resume
- Practice your 'elevator' speech or your killer differentiator
- Practice answering some common interview questions
- Have some questions about the organisation, the industry or the role ready to ask
- Make sure you know the directions of where you have to go for the interview
- Be there 15 minutes early
- Know the dress code. You are often judged before you even utter a word.
- Maintain physical and oral hygiene
- Go to the bathroom first and practice smiling in the mirror - this will give you confidence
- Silence your phone
- Stay calm. Good preparation is the key to staying in control