



## Pre-Interview Tips

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### Prior to attending an interview, you should do the following:

- Know exactly where you are going, how to get there, how long the commute will be, plan to get to your destination 10-15 minutes before the interview time. If the location is confusing, don't be afraid to ask your interviewer for clarification, or to go there the day before to know exactly where it is.
- Do extensive research beforehand, get familiar with the company's mission, vision, values, current projects, website, social media, etc.
- Familiarise yourself with the person who is interviewing you. If you can, look them up online, for instance their LinkedIn profile.
- Reread your cover letter and resume to re-familiarise yourself with the content you chose to share in the application process. Have your resume ready to go.
- Review the advertisement of the job that you have applied for.
- Practice the common job interview questions. Apply the STAR technique where relevant:
  - **S**ituation – Describe a situation you were in. For example, a colleague was struggling with performance.
  - **T**ask – Tell them what you decided to do. For example, I sat down with my colleague to discuss how I could help.
  - **A**ction – Describe what you actually did. For example, I gave my colleague examples of how I improved my own performance.
  - **R**esult – Tell them what happened as a result of your actions. For example, his/her performance improved dramatically.
- Think of questions to ask at the interview. For instance, about the company culture or their expectations to the person who will work in the position you applied for. This is a great chance to show you are really interested in working there.
- Do a quick scan of your social media to make sure that any visible social media activities you have are something you wouldn't mind them seeing.
- Have the right interview outfit for the job. You can do a little investigation of your prospective employer so that what you wear can set the tone of the interview and make you look as though you already fit in with the organisation.
- Prepare the responses to the questions you may be asked.
- Remember that you are also being interviewed to establish if you are a good fit for the team and if your personality is suitable for the company. Make sure you mention their values and mission during your interview and how those resonate with you.
- Throughout the whole interview show that you care: keep eye contact while speaking to your interviewer, use their name if you can and smile.