



INTERVIEW PREPARATION GUIDE

An interview is your opportunity to showcase your **skills, experience, and personality** to a potential employer. It's also your chance to assess whether the role and company align with your career goals.

Before the Interview

1. Research the Company

- Visit the **company website, LinkedIn, and news articles** to understand their mission, culture, values, competitors and industry position.
- If possible, research your interviewer to gain insight into their background.
- Use this knowledge to answer questions like, "*Why do you want to work here?*" and to ask informed questions during the interview.

2. Understand the Job Description

- Re-read the **job description** carefully.
- Identify key skills and competencies the employer is looking for and consider how your experience aligns with them.

3. Prepare Key Documents

- **CV:** Re-familiarise yourself with your work history and accomplishments. Bring a printed copy.
- **Portfolio/Certificates** (if applicable): Have them ready in case they're requested.

4. Plan Your Journey

- Ensure you know **where** the interview is, how you'll get there, and how long it will take.
- Check public transport schedules or parking facilities in advance.
- Aim to **arrive 10–15 minutes early** to compose yourself before the interview.

5. Prepare for Questions

- Practice answering **common interview questions** related to your skills, experience, and career goals.
- Prepare **your own questions** about the company, role, training opportunities, and career progression.

6. Make a Strong First Impression

- **Dress appropriately** in professional attire.
 - Greet the interviewer with a **firm handshake, smile, and good eye contact**.
 - Maintain **positive body language** throughout the interview.
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During the Interview

- ✓ **Switch off your phone** or set it to silent.
 - ✓ Stay **calm, confident, and positive**.
 - ✓ Maintain **good posture and eye contact**.
 - ✓ Avoid **criticising previous employers or colleagues**.
 - ✓ Keep answers **concise and to the point**—avoid rambling.
 - ✓ If you don't understand a question, ask for **clarification**.
 - ✓ Remember, this is a **two-way conversation**—you're assessing the company as well!
 - ✓ **Ask thoughtful questions**, such as:
 - What are the biggest challenges in this role?
 - Is there room for growth and progression?
 - How would you describe the company culture?
 - ✓ **Clarify next steps**: Ask when you can expect to hear back.
 - ✓ **Express interest**: If you believe the role is a good fit, let them know.
 - ✓ Thank the interviewer(s) for their time before leaving.
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After the Interview

1. Follow Up

- **Within 24 hours**, send a short thank-you email.
- Mention something specific from the interview that you found insightful.
- Reaffirm your enthusiasm for the role.

2. Be Patient

- If you haven't heard back by the expected date, wait a few extra days before following up.
- If a decision is delayed, it doesn't necessarily mean rejection—hiring processes take time.

3. Follow Up Again (If Necessary)

- If you still haven't heard back **one week after** the expected response date, send a polite follow-up email.
- If working with a recruitment agency, **update them immediately** after the interview with your feedback.

Dealing with Rejection

Rejection can be disheartening, but it's also an opportunity to learn and improve.

How to Handle It Positively

Request constructive feedback—this can help you identify areas for improvement.

Don't dwell on it—sometimes, the role or company simply isn't the right fit.

Use it as a learning experience—identify strengths and areas to refine.

Stay motivated—continue developing your skills and applying for other opportunities.

Work with a recruitment agency—they can provide valuable guidance in finding the right role.

Remember, every interview is a **step forward** in your career journey. Stay positive, keep improving, and the right opportunity will come your way!