

INTERVIEWING PROCESS

Prior to an interview with the actual company/organization always take the following steps:

- Research the company via the website. This is always a very good option, as you can your take time exploring the website and finding out the companies strategies, policies, Industry specialities and procedures.
- Should the company not have a website, always enquire about the company via the recruitment consultant/agency.
- Having knowledge of the company is always an advantage as this proves to the interviewer that you have done your homework and strengthens you possibility of a possible placement with the company/organization.

DRESS FOR SUCCESS (Do's and Don'ts)

- Always find out the culture and dress code of the company and dress accordingly.
- A neat, clean, well presented appearance always makes a huge impact on the interviewer.
- Do not wear tackies, jeans, shorts or T-shirts to an interview.
- Any additional piercings i.e. nose, tongue, eye brows and ears aside from the average earrings in a female are a definite No No!
- Covering up of tattoos is essential, as in a professional environment, most people do not appreciate tattoos.
- Dressing in a gothic manor is an absolute No No!
- Never ever chew gum, sweets or other whilst being interviewed.

THE ACTUAL INTERVIEW

- Your interview begins the moment that you first make eye contact with the interviewer. A good calibre candidate will look the interviewer in the eye, shake hands firmly and introduce oneself in a confident polite manor.
- Remember your body language, physical presentation and attitude plays a vital role in the interviewer's decision.
- Always be honest, to the point and only elaborate when requested.

POSSIBLE INTERVIEW QUESTIONS

Tell me about yourself?

How would you describe your ideal position?

Why do you want to leave your current position?

What working conditions do you expect from the new position?

How would you handle conflict in the workplace?

What are your main objectives in the workplace/career?

Why have you chosen this career path?

What do you feel are your greatest strengths?

What do you feel are your greatest weaknesses?

Tell me about a difficult decision you had to make in the last year?

How did you handle it and what was the outcome?

Give an example of a time when something you tried to accomplish failed?

How did you handle it?

How do you deal with conflict? (Give an example)

What motivates/drives you?

What was the most difficult aspect of your last position?

Have you ever contributed to being part of a winning team?

What are your long-term goals?

What are your short-term goals?

What are your dislikes within a company?

Name a role model/hero or source of inspiration?

What motivates you as an individual?

Do you prefer working under instructions or using your own initiative?

What would you like to have accomplished?:

1 Year from now.....

3 Years from now

5 Years from now

Name two of the worst experiences/greatest disappointments or most painful situations experienced?

What would make you an exceptional candidate for this position?