

# TOP TIPS

## 1 PUT THOUGHT INTO YOUR APPEARANCE

First impressions matter. If appropriate, ask ahead of time about what to wear, but the safe bet is to dress professionally. Wash and iron your outfit!

Don't chew gum. Head high, stand tall, smile and relax!

## 2 ARRIVE EARLY (BUT NOT TOO EARLY)

Arrive for your interview 5 – 15 minutes early. A five minute cushion is a good idea as everyone sets their watches differently. Give yourself ample of time to reach the location or do a practice run if you have time to ensure you know where you're going and how long it will take. Rushing will affect your performance, so if you think you might be late call ahead to advise them of the situation.

## 3 TAKE YOUR TIME

Do take some time to consider your answers and respond thoughtfully. You shouldn't feel pressured to answer questions in rapid fire. Nerves tend to speed us up so remember to breathe, this will lower your heart rate and when you speak you'll find you won't rush so much. If you're unsure how to answer a question or would like some clarification, or for it to be repeated, just ask.

**I SOMETIMES FIND THAT IN  
INTERVIEWS YOU LEARN  
MORE ABOUT YOURSELF THAN  
THE PERSON LEARNED ABOUT  
YOU.**

WILLIAM SHATNER



DEVELOPMENT  
PROGRAMME



# THE DO'S AND DON'TS

## DO

- Turn off your mobile phone
- Set up Google alerts to keep you in the know about latest developments in the company
- Have a decent, healthy breakfast/lunch before hand
- Make eye contact
- Be yourself
- Request feedback
- Research the market and forces influencing the industry
- Get plenty of sleep the night before
- Aim to impress everyone you encounter
- Highlight your biggest strengths
- Ensure that your most recent posts on your social media accounts show something positive and professional
- Subtly put your name on their radar the day after the interview by liking a post on their social media account
- Follow up with a thank-you email, letting the interviewer know it was nice to meet them and that you look forward to hearing back soon

## DONT

- Ask about money, benefits or over time
- Slouch
- Forget to smile
- Be late – plan for delays
- Get flustered if you slip up on a question
- Over caffeinate
- Go off on tangents – keep answers focused
- Be afraid to admit you don't know the answer
- Brag about yourself
- Speak ill of former co-workers, employees or colleagues
- Fidget
- Embellish the truth – any lies can easily be checked
- Simply recap your resume. An interview is a chance to demonstrate all the qualities your resume cannot
- Stress yourself by dwelling on negative possibilities
- Reveal unnecessary personal information
- Slip into non-professional language
- Panic! You'll do great

