Interviews

During your interview:

1. Shake hands firmly and warmly.
2. Keep your body language open. Don’t cross your arms in front of your chest, but don’t slouch in your chair – strike a happy medium where you look comfortable and approachable!
3. Try to relax, and don’t fidget!
4. Speak clearly and not too fast. Give yourself a moment to think about your replies.
5. Smile, and keep up good eye contact with the interviewer.
6. Interviewers often expect interviewees to talk much more than the candidates themselves expect to. So don’t be too brief in your answers - but don’t rabbit on for too long either. Watch the interviewer and pause from time to time - he or she will either encourage you to continue or will introduce another question.
7. It’s OK to pause briefly. A short gap to gather your thoughts shows thoughtfulness, assertiveness and self-confidence.
8. Be polite, but don’t be afraid to enter into a discussion and to stand your ground. Some interviewers will deliberately challenge your replies in order to stimulate this kind of discussion.
9. Avoid using cliché answers to questions like “Where do you see yourself in five years?”. Don’t say “The Head of the Company!”, say something like “having developed my skills and gained experience, I would hope to progress within the company”.
10. Thank the panel for interviewing you, and shake hands firmly at the end of it.