

INTERVIEWS

Ace your upcoming interviews and path your way to success with some handy tips and basics you need to know. Interviews can be daunting but with some preparation and confidence you'll be ready for success.

Types of interviews

One to One	Just one person to impress so try to build a link with your interviewer and keep professional.
Panel	This is a tricky one as it involves a group of interviewers taking turns to ask you questions. Focus on the person asking you the question, but don't zone out everyone else.
Competency Based	This interview focuses on your work-related skills and abilities, so use examples of what you've done and how you've done it.
Group	This involves an interviewer questioning multiple candidates, this is your time to stand out, but try not to dominate others and be polite to others and encourage them to participate. You may be asked to work as a team to complete a task, employers want to see how applicants react in an environment that tests their communication, leadership, and teamwork skills.
Telephone & Skype	Employers use these to screen out weaker candidates. So be calm and confident when answering questions such as: <ul style="list-style-type: none">• Why are you applying for this position?• What do you know about us?• Tell me about your previous employment. It's good to practice, especially if you haven't worked in an office so if don't have telephone experience get your friends or family to call you.

Prepare for Your Interview

Coming in prepared can mean a lot difference for your outcome, with good practice you might find the interview was breeze once you're done. Spend some time beforehand to go over the following:

- Review your application and the job role
- Research the company
- Plan your journey
- Practice answering common interview questions
- Dress to impress
- Prepare some questions for the employer, you can also show your knowledge of the company, the role and your enthusiasm to work there.

After Your Interview

- Send a thank you email
- Call them if you haven't heard anything within a reasonable amount of time
- If you are offered the job over the phone, many employers will send a job offer letter, it's important to formally accept it in writing with a contract nonetheless.
- If you've been unsuccessful, ask for feedback and keep up with your job search!

Do's and Don'ts at Your Interview

Do's

- Be on time
- Be aware of your body language
- Be professional and polite.
- Turn off your phone
- Listen attentively

Don'ts

- Be late
- Slouch
- Talk too much
- Lie
- Badmouth past employers