

# MAKING THE BEST INTERVIEW IMPRESSION

## PREPARE WELL AND WIN THE JOB

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**You have to be well prepared for a job interview. It's not just about being on time and dressing appropriately, but you also need to do some serious groundwork before the meeting to impress your potential employer.**

Creating a good impression is very important and there's much more to that than looking great and answering questions confidently. The interviewer will be judging you on how you act, how you handle questioning, your presentation and your overall attitude.

Research on the company/organisation and the job itself will help you answer questions correctly and also underline just how keen you are to win the job.

Job-specific interview questions are tailored to measure the candidate's ability to handle the job against the skill set required for it. To sum it up, the person hiring wants to know if you can

do that job capably. Many want applicants to hit the ground running as soon as they are hired. This is especially important in jobs where technical expertise is needed.

As well as knowing you have the knowledge and skills to handle the job you are being considered for, the employer will want to know if you have the right mindset for the job. This employer will also be keen to establish if you are able to help achieve the company's goals and also if you can fit in with the general culture.

You must aim to demonstrate how you are the best person for the job. This will be much easier if you have done your homework on the position and your potential employers.

"You never get a second chance to make a first impression," American actor and cowboy, Will Rogers, said it many years ago, but it still rings true today – especially for job interviews.



## INTERVIEW tips:

- 📌 Plan what you want to achieve from the interview
- 📌 Practice answering interview questions
- 📌 Get to your interview in plenty of time so you familiarise yourself with the surroundings and relax
- 📌 Dress professionally and neatly – appropriate for the company you are interviewing with
- 📌 Stay cool, calm and collected
- 📌 Look directly at the interviewer when you meet
- 📌 Begin and conclude the interview with a firm handshake – shows confidence
- 📌 Maintain eye contact during interview
- 📌 Bring copies of your CV and a pen and paper for note taking
- 📌 Show you know how to do the job by giving specific examples of the knowledge you have when responding to questions
- 📌 Relay your knowledge about the company
- 📌 Be confident – showcase your skills and abilities
- 📌 Have a list of your own questions for the employer ready
- 📌 Make sure you don't interrupt and listen to an entire question before answering
- 📌 Be positive
- 📌 Be courteous to all you meet
- 📌 Watch your posture – no negative body language
- 📌 Be honest
- 📌 Show some old-fashioned courtesy with a personal thank-you note (or email) within 24 hours of the interview reiterating your interest