



# INTERVIEW SKILLS

MAKE SURE YOU GET THE JOB!

LO: To be able to improve and use interview skills

# WHY ARE PEOPLE NOT HIRED

- Poor personal appearance
- Inability to communicate clearly, poor voice and grammar
- Lack of enthusiasm and confidence in the interview
- Poor eye contact and a limp handshake
- Late for interview
- Lack of knowledge of business/position
- Poor planning for career – no purpose/goal



# DRESS – to discuss

o MEN



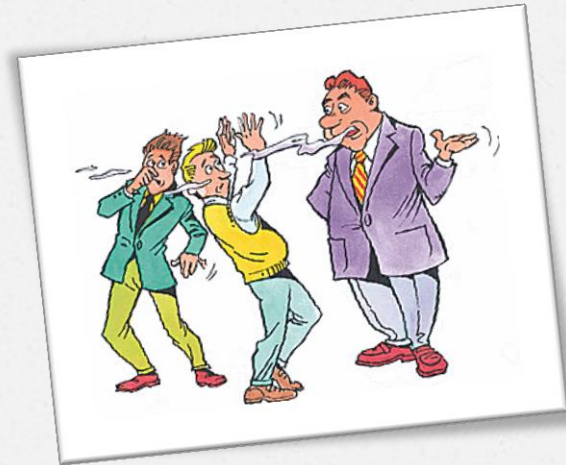
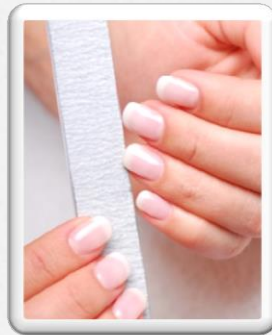
o WOMEN



# GROOMING – to discuss

What does this mean?

- o Nails
- o Hair
- o Jewellery
- o Make-up
- o Personal Hygiene/breath!



# Before the interview

- o Learn as much as you can before the interview



- o Know where you are going for interview and make sure you arrive 5 minutes early
- o Be prepared for interview. Bring a copy of your letter of application and CV.
- o Dress for success



# During the interview

- o Look interviewer in the eye. Wait for handshake and smile



- o Be positive. Remember you are selling yourself, so tell them all the positive/good things you have done.

- o Don't chew gum, use slang, fidget with your hair, rings or things on the desk.



- o Don't be a knowall, show a willingness to learn

o If you don't understand the question ask for it to be repeated or to be explained



o Always be honest

o Do not emphasise your weaknesses, bring up bad experiences, criticise former employers or ask how much money you are going to get!

o Be polite and say 'Thank you'

