

## Tips for Interviews

- Remember, that in most cases, you will be 1 of 10-12 candidates that are being interviewed over a 2-day period. It is therefore important to prepare accordingly so you can stand out from the "mass".
- Once you have accepted the interview, find out from the HR division or your recruitment agency who you will be meeting, what their positions are as well as a detailed description of the job and the division the role reports into. Look them up on LinkedIn so you understand their background and work experience.
- Always spend 3-4 hours researching the company so that you know what the company does, what their culture is and any other relevant facts. Do a Google, Twitter, Facebook and LinkedIn search to ascertain public perceptions, media campaigns or any other relevant information.
- Always dress professionally. As a rule of thumb, rather dress too smartly than too casually. Even for marketing or creative agencies, jeans and t-shirts are never acceptable. However, make sure you wear something you feel comfortable in such as your favourite outfit you wear to board meetings or to present to clients. It is also advisable to spray perfume or cologne at least one hour before the interview. Many interviewers find an overwhelming perfume scent off-putting. For women, remember to take a conservative approach to dressing, so skirts should be no shorter than knee height and tops should not be too revealing.
- Make sure you arrive at least 30 minutes before the allocated time to build in time for getting lost, filling in application forms or bad traffic. Nothing creates a worse impression than being late.
- Print out 3 copies of your CV – 1 for HR and 2 for anyone else that may be present for the interview – and keep this in a professional folder to hand out at the beginning of the interview. Even if everyone has copies, it shows that you are efficient and prepared.
- Make sure you take along a notebook, pen and calculator, dependent on the role, in case you must do any practical applications as part of the interview process. Again, it shows preparation and efficiency.
- Never ask about salary or benefits. This is the role of the recruitment agency and the organisation's HR division. It's up to you to liaise with the recruitment agency to define what you want.
- At the end of the interview, you will always be asked if you have any questions. This is the perfect time to ask something you have learnt from the hours spent researching the company. It shows you have invested time in the process and that you are serious about the job.