

Preparing yourself for that all important interview:

Preparation is the key to a successful interview process. It is a known fact that an interviewer will decide if they are going to give you the job within the first few minutes. At TrudyQ Consulting we help our candidates take control of the process. Preparation, anticipation and confidence are the key skills to a successful interview.

Tips for being prepared:

Do

- Know the time, exact address (there may be two sites), and the contact telephone number for the interview
- Know the interviewer's name, and the position they hold within the company
- Always consider you may be held up in traffic, or get lost if you are driving to a location
- Understand the needs and goals of the company At TrudyQ Consulting we always provide our candidates with a profile/information of the company, its culture and history, plus details of who you will be meeting with.

- Research the company - read their latest news, logon to the web site, try to speak with someone who has worked there
- Prepare answers to a range of job and skill-based questions that you can use
- Be the interviewer! Think of questions they might pose relating to your particular job
- Think of questions for the interviewer to show you have done your homework about the organisation
- Confirm the format of the interview - it could throw you off if you're presented with a test you were not expecting.
- Dress wise - Keep it simple and respectable. Dress for success

Don't

- Mention package and salary at the first round interview. Full details on the company package will be discussed with you by a TrudyQ Consulting consultant prior to your interview
- Leave yourself short for time - always expect the unexpected to happen on the day of your interview. Plan to arrive in the area of the interview with plenty of time to spare

At the interview:

Do

- Be punctual, there is nothing worse than arriving late and in a fluster
- A good firm handshake and good eye contact are very important
- Let the interviewer lead the interview - Listen for concerns behind the interviewer's questions
- Be positive - Don't brag, but describe your skills in a factual way
- Look as though you are interested in what the interviewer is saying, answer questions as fully as you can
- If a panel is interviewing you, direct your answers to all members. Do not ignore anyone
- Your attitude strongly contributes to the interviewer's opinion of you, so have the right one!
- Know what your interviewer is looking for
- Be flexible - consider reasonable offers and give it your best shot
- Don't give up, the search may not be a short one - but don't give up

Don't

- Criticise yourself or past employers
- Interrupt the interviewer
- Answer the question with another question
- Appear giddy or nervous by fidgeting
- Ask lots of questions about salary and benefits

