

# Succeeding in Interviews\*



## Before the day

### Do your homework

- Visit the organisation's website and review the job description.
- Make sure that you understand the purpose of the organisation - why they do what they do. (This will help you to see how your role will fit in and demonstrate to the interviewers your keen interest).
- Read up on the skills they're looking for and whether you meet those requirements.
- Think about any examples you can talk about that demonstrate those skills or behaviours.

### Plan your travel and expect the unexpected

- Make sure you know where the interview is being held and how you're going to get there.
- Make a note of the person who will be interviewing you so that you can let them know if you're going to be late.
- Leaving early will help you to feel more prepared and composed on arrival.

## On the day

### Don't panic, just be yourself

- It's natural to feel nervous.
- Don't panic if things don't go according to plan.
- If a question throws you off track, ask for a moment to think about it and compose yourself.
- If you're really stressed, let your interviewer know; this will help them understand your situation and make you feel at ease. (they just want to see if you have the right skills and motivation for the role).
- Give an accurate picture of yourself in the interview. This way you'll reveal your personality, you'll be more comfortable with your answers, and you'll appear much more authentic and relaxed.

### Watch your body language

- If, when under pressure, you tend to play with your hair, fiddle with a pen, bite your nails or anything.
- Look your interviewer in the eye, sit up straight and try not to slouch.
- A positive posture will help you to feel more confident too.

### First impressions last

- First impressions count.
- Make sure you're wearing something professional and appropriate for the interview.
- Avoid clothes that are uncomfortable as you don't want to be worrying about them whilst trying to answer questions.
- Your handshake is important, so look the interviewer in the eye and shake firmly. A smile will often help too!