

Interview Techniques*



Listen and answer the questions

- You may have prepared answers for some questions. However, don't answer a question with a response that doesn't relate to it.
- Listen carefully to the interviewer and make sure you answer appropriately.
- Don't be afraid to ask the interviewer to elaborate or repeat themselves if you're unsure.

Change your examples

- If an interviewer wants you to demonstrate your communication skills, teamworking talents and business ability, don't use the same example for every question.
- Try to think of various ways to highlight your skills, perhaps by talking about things you do outside work or school/university.
- This will help to give your experience more context and depth.

Go prepared with questions

This will show the interviewer that you are interested and help you to visualise what it would be like to work there. For example:

- How many people are in the team I may be working in?
- What's the best thing about working here?
- When can I expect to hear your decision?

Look interested and leave on a positive

- Smile, nod and show you're interested in what your interviewer is saying.
- If you look bored or don't maintain eye contact, your interviewer may think you're not interested in the job.
- Even if, at the end of the interview, you decide the role isn't right for you, thank them for their time and remain enthusiastic. It's always best to be professional.