

DO'S AND DON'TS AT INTERVIEWS

A proper interview can get us the job. There are a number of things we need to be prepared with before facing the interview. The following are a few do's and don'ts:

- 1.** Do check the advertisement.
- 2.** Ensure that you meet the requirements and have a positive answer for the requirements not fully met.
- 3.** Research the company products, staff, culture, clients and competitors.
- 4.** Ensure that you know the correct interview procedure. One to One, Panel, Psychometric testing etc.
- 5.** Reach the scheduled place in time.
- 6.** Keep CV handy.
- 7.** Formal wear is normally preferred.
- 8.** Read your CV well.
- 9.** Focus on your achievements at the interview.
- 10.** Give a confident hand shake when entering.
- 11.** Prepare your own questions in advance.
- 12.** Unless prompted do not ask the salary benefits etc.
- 13.** Ask for the follow up procedure - when you should expect to hear.
- 14.** If you do not hear from the employer do not call up to find the status.

If you are unsuccessful do not lose heart. Keep your confidence. Surely a better job awaits you.

If you are successful do not be jubilant and shoot out your resignation letter. Ask for a formal offer letter and consider all pros and cons before deciding to quit.