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Interview Tips

How to prepare for your interview:

- Ensure you have the company address and the person you are meeting correct.
- Look the company up online and make some notes from the information on their website. Make sure you understand who they are and what they do. Do a quick Google search on the company to see if there is any interesting news/information not necessarily on the website.
- Be 10 minutes early for your interview
- Dress smartly. Do not wear too much jewelry, for ladies do not wear extra high heels or short skirts.
- Ensure your mobile phone is turned on silent or switched off.
- Look your interviewer in the eyes and smile when you meet them. Offer your hand to shake. Give a firm handshake.
- Keep your hands on the table or on the arms of your chair.
- Lean / sit forward when answering a question as this makes you look engaged.
- If you don't understand the question ask them to repeat it and don't worry about taking time to think about your answers. That is okay!
- At the end of the interview thank them for taking the time to meet with you, look them in the eye again and smile.

Typical questions you might be asked:

- Tell us a little bit about yourself
- What do you know about our company?
- Why do you want a job here?
- How do you prioritize effectively?
- If you are asked to do something you don't know how to do, what is your process?
- Tell me about the best job you ever had?
- Tell me about the worst job you ever had?
- What do you think you are really good at?
- What are you really not good at?
- Tell me about a problem you have encountered and what you did?
- What are your goals in the next 2 years?
- Do you have any questions for us?

Questions to ask the prospective employer at interview:

- What are some of the typical tasks you would want me to do if I was offered an internship here?
- Who are the people I would work with every day?
- What is something I could do once I was working for you to prove that you made the right decision in offering me the opportunity?
- Is there any other information that you need from me to make your hiring decision?
- What are the next steps in this recruitment process? What is the likely timeline?