



Having a great interview involves careful preparation and effective communication. Here are the key points to keep in mind:

- 1. Research:** Thoroughly research the company, its values, culture, and the role you are applying for. This knowledge will help you tailor your answers and ask relevant questions.
- 2. Understand the job requirements:** Familiarise yourself with the job description and identify the key skills and qualifications the employer is seeking. Prepare examples from your past experiences that demonstrate how you meet those requirements.
- 3. Practice common interview questions:** Anticipate commonly asked questions and prepare thoughtful, concise responses. Practice speaking clearly and confidently, but avoid sounding rehearsed.
- 4. Highlight your achievements:** Prepare specific examples of your accomplishments and how they align with the job requirements. Use the STAR method (Situation, Task, Action, Result) to structure your answers and provide tangible results.
- 5. Dress professionally:** Dress appropriately for the interview, taking into consideration the company's dress code. Aim for a polished and professional appearance to make a positive impression.
- 6. Be punctual and organised:** Plan your route in advance and arrive a few minutes early to avoid unnecessary stress. Bring copies of your CV, a pen, and any other requested documents.
- 7. Show enthusiasm and positive body language:** Demonstrate your enthusiasm for the opportunity and maintain positive body language throughout the interview. Maintain good eye contact, sit upright, and engage actively with the interviewer.
- 8. Active listening and effective communication:** Listen carefully to the interviewer's questions and respond thoughtfully. Speak clearly, concisely, and provide relevant examples to support your answers.
- 9. Ask thoughtful questions:** Prepare a list of thoughtful questions to ask the interviewer, focusing on the role, company culture, and potential for growth. This demonstrates your interest and engagement in the opportunity.
- 10. Follow up with a thank-you note:** After the interview, send a personalised thank-you email or note to express your gratitude for the opportunity and reiterate your interest in the position.

Remember, a great interview is a two-way conversation where you showcase your skills and qualifications while also evaluating the company and determining if it aligns with your career goals.