

SECRETS TO SUCCESS: SECRETS TO SUCCESS: PREPPING FOR THE INTERVIEW

Your cover letter got the interviewer interested. Your CV impressed him further. Now it's time for that face-to-face meeting. Many people get the jitters before an interview. But an interview is merely a session where you get to talk about yourself, your work experience, achievements and how you can contribute to the organisation.

Now, let's see how a few simple pointers can make that dreaded session a walk in the park.

Tip #1: Review The Job Scope

It's easy to lose track of the many applications you have sent out so unless you have the memory of an elephant, it's wise to keep a copy of every job advertisement that you have applied. Review it before going for the interview.

Tip #2: Learn More About The Company

Search the internet for relevant articles on the organisation. Any information is good information. It will prepare you for one of the most common questions, "What do you know about our business?"

Tip #3: Take Your Updated Resume & Portfolio With You

It could be weeks before you get an interview and you might have additional information to put into your CV. Bring it along so your interviewer will have the freshest copy.

Tip #4: Practise, Practise, Practise

You want to exude confidence and positivity. So take some time to prepare a list of possible questions, review and practise answering them out loud with a friend, partner or in front of a mirror.

Some common questions asked during an interview include:

- What are your strengths and weaknesses?
- What challenges do you face at work? How did you handle them and what are the end results?
- What are your achievements?

Be warned. Some interviewers would deliberately ask you difficult questions to test your responses. You should remain calm and respond confidently.

Tip #5: Prepare a list of questions

An interview is a two-way street. Not only is it a session for the employer to find out about you, it's also an opportunity for you to find out more about the organisation.

Feel free to ask questions about your role to further understand how your attributes are best suited for it. Don't wait for your interviewer to make specific inquiries. Proactively talk about how you can contribute to the organisation.

Tip #6: Create A Good First Impression

You should dress appropriately for the interview. So instead of deciding what to wear for the interview just before you leave home, it's advisable to prepare your clothing the night before.

A quick recap all that you just saw. Before you go for an interview,

1. Review the job scope
2. Learn more about the company
3. Take your updated resume and portfolio with you
4. Practise with your partner
5. Prepare a list of questions, and finally
6. Create a good first impression

You are now prepared for the interview. Good luck! Remember to keep watching Secrets To Success and gain more valuable pointers on how to set yourself apart from other job seekers.