



Neo Batho

Talented People. Talented Recruitment.

General Tips on Interviews

If you are invited to an interview, remember that you have already impressed the interviewer with your CV. Now is the time to impress the interviewer with YOU! Make sure to read through these tips to get a good understanding of what can be expected in the interview. Make sure you are prepared – that will set you apart from other candidates! It is now up to you to make sure you have what it takes!

No pressure... 😊

1. Do not **party the evening before** your interview! You don't want to look tired, exhausted or even worse, smell of alcohol.
2. Do not eat or drink things that will make you **smell bad** (once again, alcohol or food like garlic).
3. **Clothes:** Do not dress too revealing. Dress in line with the company (for eg. If you are going for a Bank Manager position at Absa, make sure to wear a tie!) No cartoon socks or ties! Nothing shocking clothes(except if it fits in with the company!). Dress subtly. Black and white is always a safe option.
4. If you are a smoker, **do not smoke before the interview**. Interviews are often conducted in small enclosed environments, and eventually the entire room will smell of smoke.
5. Arrive **10 minutes prior to the arranged interview time** (if you are earlier than 10 minutes, wait in your car until it is 10 minutes before. You do not want to cause inconvenience to the company by being too early or by being late!)
6. Go to the interview **alone!** (If someone needs to drive with you, please ask them to stay in the car)
7. When you arrive, make sure of the following:
 - a. Be **friendly** with everyone.
 - b. Put your **cellphone** off or leave it in the car
 - c. Do not have **anything in your hands**, except your car keys and perhaps your cellphone (or documents if the company requested it).
 - d. If you have anything in your hands, keep it in your left hand to make sure that your **right hand** is available for greeting.
 - e. Greet everyone with a **firm handshake**.
 - f. **Follow** the person that greeted you to take you to the interview venue – do not walk in front.
 - g. If asked whether you want coffee/tea and you are a bit nervous, rather do not accept it. Ask for **water** instead if you are really thirsty.
 - h. Be prepared for **questions they might ask you in the interview**. Common questions include:
 - i. Tell us a bit about yourself and your career.
 - ii. What are your future plans?



- iii. Where do you see yourself in 5 years from now? (Important: Never ever say you would like to see yourself in a managing position. There might not be room for a managing position at the time, but only in the future. Rather say that you would like to specialize in a specific field and mention the field).
 - iv. Current salary and salary expectations: Keep in mind what was discussed before submission of your CV.
 - i. **Questions that you can ask:**
 - i. Tell me a bit more about the company (or ask specific questions that you might have been wondering about when you did some research on the company).
 - ii. What will this position entail?
 - iii. Are there any opportunities for growth (be careful with this question. If the interviewers have mentioned something about growth, ask a bit more. If you can see that they are hesitant to talk about it, rather do not ask.)
 - j. Make sure you **NEVER** ask these questions:
 - i. Leave days?
 - ii. Money (if not addressed by them)
 - iii. Work hours
8. After the interview, **thank them** for their time and the opportunity to come for the interview.
 9. Very important: Ask **when you can expect to hear from them!**
 10. Greet them and leave.
 11. **Phone me to tell me how it went!!!**

Remember to stay calm and try and answer any questions they might have in a professional manner. If you are unsure about something, ask them for a minute to think about it to gather your thoughts. Do not swear, no matter what happens.

And remember to be **yourself!**

Good Luck with your interview!

