

Essential Tips

courtesy of CEC-JPC

At the Interview (Part 1)

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CEC-JPC Essential Tips: During an Interview (Part 1)



#1: Get things in order

- **Have a checklist**
 - Make a list of the things you need to bring, and ‘check’ them off before going to an interview.
- **Make sure you have everything you need**
 - Make sure you have everything that you need for the interview.
 - Remember to bring along a copy of your résumé and the necessary certificates.

“By failing to prepare, you are preparing to fail.”
— Benjamin Franklin

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#2: Smile

- *Smile like you mean it*

- Practise putting on a genuine smile in the mirror. Try mouthing the number EIGHT (8) and you will see yourself smiling.

- *Smile and be nice to everyone you see at the interview*

- Smile. Shake hands. Introduce yourself.
- Bear in mind that when you walk into an interview, everyone in there could potentially influence your employment at the company.

- *Be enthusiastic about being there*

"You are not fully dressed without a smile."



#3: Mind your language

- **Use the proper language**
 - Find out the language used, and brush up on it
 - There is no 'lah' in the English language
 - Refrain from mixing up your languages
- **Strictly NO foul language**
- **Be professional, not emotional**
 - Use "Dear Mr Sylvester", and not "What's up, bro"

"A little
courtesy
goes a
long way"



#4: Be attentive

- *Listen carefully to the questions being asked*
- *Be attentive to clues*
 - Listen and learn from the conversation during the interview about the company and the position applied for.
- *Give the interviewer your undivided attention*
 - Maintain eye contact.
 - Be aware of your body language. Try to avoid unnecessary gestures or tapping your feet.

“When someone gives you their time, be courteous and return them your undivided attention.”



#5: Be responsive to questions

1. Listen
2. Understand
3. Communicate

- **If you are unsure of any questions asked, clarify.**
 - Do not zone out or stay silent while the interviewer is waiting for a response.
- **Be honest**
 - Do not exaggerate or beat around the bush.
 - Be tactful with your answers.
- **Do not avoid negative questions**
 - If you've been asked about your weaknesses or mistakes, share carefully, then refocus on some of your positive works.

Tune in next week for more

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