



INTERVIEW TIPS

November 2018

OVERVIEW

1 Do research

2 Dress Smart

3 Smile and be polite

4 Take notes and ask questions

5 Always make eye contact

6 Prepare for typical questions

DO RESEARCH

Know the job



Know the company



ANSWERING "WHAT
DO YOU KNOW ABOUT
OUR COMPANY?"

CareerSidekick.com

DRESS SMART

Look professional



First impression is important

Business Professional



Business Casual



SMILE AND BE POLITE

A smile can be a powerful tool



Listen carefully and do not interrupt



TAKE NOTES AND ASK QUESTIONS

Take notes and pay full attention



Ask smart questions



ALWAYS MAKE EYE CONTACT

Engage your listeners



Show your confidence



PREPARE FOR TYPICAL QUESTIONS

When was the last time you worked as part of a successful team? What did you do to contribute to it?

Give an example of an occasion when you used logic to solve a problem.

Talk about a project that didn't go to plan. What did you do to rectify it?

Give an example of a goal you reached and tell me how you achieved it.

Why do you apply for our company?

Describe the toughest person you have had to manage, where it ultimately led to that person leaving. How did you handle this situation?

Describe a stressful situation at work and how you handled it.

Why this job?

Describe the toughest person you have had to manage, where it ultimately led to that person leaving. How did you handle this situation?

What is your career plan for the next five years?

Talk about a situation where you were asked to do something that you had never attempted previously.

A landscape photograph featuring a dirt road that recedes into the distance. In the center of the horizon, a bright sun is setting, creating a lens flare effect. A single, tall, dark evergreen tree stands prominently in the middle ground, silhouetted against the glowing sky. The sky transitions from a deep blue at the top to a warm orange near the horizon. The foreground consists of a flat, grassy field. The overall mood is serene and contemplative.

**You only fail when you give up...
...just keep trying and always ask for feedback**