

## Job interview Tips

When you're walking into an interview, you're probably thinking about how you'll answer the interviewer's questions. Although this is a big part of whether or not the company will hire you, there is a lot more to an interview than just answering questions. It's important that you do not forget to prepare for the interview in more ways than simply practicing your responses in advance.

### Interview Tips That Will Help You Get the Job

#### Prepare yourself

Hiring managers want to hire people who know, care, and are passionate about what the company does. Find out Common interview questions and have a mock interview with a friend. Try to prepare the best response to that questions. Read your resume well and know every details.

#### Know specific information about the company

Know the company's history, when was it formed? What does it specialize in? Does it have an international presence? Look up any recent developments and projects. Has it won awards recently? Is there an exciting project in the pipeline? Find out who is interviewing you - what's their job title and remit? Read through all sections of the company website, paying close attention to the areas that are relevant to your role.

#### Dress the Part

Everything about your appearance should send the message that you will fit right in with the company. If you dress very different from other people in the organization, this can cause that you are seen as an outsider and as someone who does not fit the team. The main guideline for clothing is very simple: wear clothing appropriate to the job and the company culture.

#### Be on Time

Arriving late to an interview is a definite no-no and a sure-fire way to put yourself out of the running. Yet turning up unnecessarily early can be almost as detrimental to your employment chances. Check in for your interview 15 minutes before your scheduled time unless instructed otherwise.

#### During the interview

- Use the power of the printed word to your advantage.
- Don't talk yourself out of a job.
- Focus more on what you can do for the company, rather than what they can do for you.
- Be prepared to discuss your unique strengths and accomplishments.
- Don't be negative about past employers or bosses.
- Don't bring up salary or benefits during the first interview.
- Ask questions. This will show a hiring manager that you're truly interested in the position and that you want to understand more about how you'll fit into the role and how you'll serve the organization.

#### Follow Up

After your interview, be sure to send a thank-you email within 24 hours to thank the recruiter and the hiring manager for their time and consideration.