

SEVEN STEPS TO MANAGING INTERVIEWS

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| 1. Preparation | <ul style="list-style-type: none">• Research the employer, know what the job is about and what you can offer to meet the needs of the organisation.• Read through your application form, practice your responses to possible questions and think about what questions you would like to ask. |
| 2. Presentation | <ul style="list-style-type: none">• Look well-groomed• Plan your journey to be on time• Act professionally from entering the building |
| 3. Meeting & Greeting | <ul style="list-style-type: none">• Be friendly and positive, shake hands and smile• Wait to be seated• Avoid refreshments |
| 4. Handling Nerves | <ul style="list-style-type: none">• Think positive – banish negative thoughts by using calming breathing• If you go blank – ask for time, water or clarification to give you a minute to calm• Remember the interviewer may be nervous too |
| 5. Body Language | <ul style="list-style-type: none">• Use positive body language, lean forward, show interest, make eye contact• Be seen to be listening by nodding |
| 6. Answering Questions | <ul style="list-style-type: none">• Listen carefully to the question and ask for clarification if unsure• Be honest & polite• Enjoy the chance to talk about yourself |
| 7. Saying Goodbye | <ul style="list-style-type: none">• Shake hands on leaving• Leave on a positive note• Don't relax until you leave the building |