

# INTERVIEW: THINGS TO CONSIDER

## GREETING

Consider how you introduce yourself - if your interview is in person, how do you speak and present? Think confidence and positivity.

## DRESS TO IMPRESS

Smart dress is appropriate in almost all settings for an interview - personal care and hygiene are also important!

## RESPECT PERSONAL SPACE

If your interview is in person, make sure to sit comfortably but professionally, not invading the interviewer's personal space. If your interview is virtual, consider your distance from the camera and ensure you have an appropriate background.

## THE VOICE

Vary your voice - keep interest in what you're saying - consider the correct volume to speak at, particularly with virtual interviews.

## ALWAYS LOOK ON THE BRIGHT SIDE OF LIFE

Answer questions positively and ensure you focus on the good outcomes and actions (but don't lie!)

## DON'T EXAGGERATE

Stick to the facts - if you lie, you'll be caught out at some point, be it before the interview, during, or worst case after you have got the role!

## 5+5=12

Make sure everything you are saying and everything you are portraying is adding up (eg I am a strong communicator but speaking too softly).

## QUESTIONS?

Prepare at least two questions for the interviewer - some of your prepared questions could be answered over the interview so it's good to have backups

## THANK YOU

Always thank the interviewer at the end for their time - in traditional situations, shake their hand.

