



**datacentrix**

**BEST ADVICE TO HELP  
YOU ACE YOUR INTERVIEW**



# Prepare. Practise. Perform.

## Prepare for your interview

- Research the company thoroughly, check out the company website, read all the latest news and try to speak to an existing or former employee.
- Use LinkedIn to investigate the panel members involved in the interview process
- Put yourself in the interviewers' seat
- Prepare answers to a range of job and skill-based questions
- Prepare a few questions for the interviewer to demonstrate your knowledge of and interest in the company
- Confirm the format of the interview and any required tests
- Dress professionally. Keep it simple, respectable and polished.
- Prepare in advance and expect the unexpected.

## The interview

- Arrive early
- Give a firm handshake, introduce yourself confidently and wait to be offered a seat
- Keep your body language in mind, maintain eye contact and a confident posture
- Speak clearly and loudly
- Let the interviewer lead the interview. Listen for concerns behind the questions and respond accordingly
- Be positive and describe your skills factually
- Keep your attitude in check to help sway the interviewer's opinion of you
- Look interested in what the interviewer is saying
- If the interview is conducted by a panel, direct your answers to all the members
- Always consider what response the interviewer is looking for
- Never criticise yourself or others in your interview
- Don't interrupt the interviewer
- Avoid answering a question with a question
- Try not to appear nervous by fidgeting. Keep your hands still.
- Only discuss salary when the interviewer asks you about it
- Be flexible - consider reasonable offers and give it your best shot.
- Thank the interviewer or panel for affording you the opportunity to be interviewed
- Never give up, even if the search ends up taking longer than expected