



# 5 QUICK TIPS FOR A JOB INTERVIEW

ONE

## RESEARCH, RESEARCH, RESEARCH!

It is essential to know the organization, not only its values and mission, but its culture. Learn as much as you can about them from their website, media reports, or any contacts you have within the organization.

TWO

## BE PREPARED

Arrive on time, and have a hard copy of your cover letter and resume, as well as references. Take the time to practice potential questions with a friend so you don't struggle to answer the basics about your interest in the position, your relevant experience, and leadership and communication style.

THREE

## ASK QUESTIONS

Remember the interview is also for you to assess whether the organization is a fit for you as well. Ask questions which will give more information about the position, the organizational culture, the leadership, future opportunities and growth, training and professional development, and anything else you believe relevant for you.

FOUR

## DON'T BE ANNOYING

In short, don't wear too many (or noisy) accessories, perfume or cologne (including scented lotions). Dress appropriately for the organization. If you're unsure, give a quick call and ask the reception or HR Director. After all, Google won't hire you if you show up in a suit, and I wouldn't if you didn't. And **TURN YOUR CELL PHONE OFF!**

FIVE

## BE YOURSELF

Present your best, but authentic self; employers want to know exactly what they are getting. Give them an honest assessment of yourself, don't oversell your education and experience, and don't underestimate them either.