



## The Interview – It's Show Time!

- You've done your homework, you will be fine!
- Things to remember:
  - ✓ Don't get too excited!
  - ✓ Firm handshake, smile warmly.
  - ✓ Write down everyone's name and use them throughout the interview.
  - ✓ If offered a drink, politely refuse.
  - ✓ Listen intently to each question and/or to what the interviewer is saying.
  - ✓ If you don't understand a question, ask them to clarify it!
  - ✓ Answer the question and then shut up – DON'T BABBLE.
  - ✓ Wherever possible, give examples.
  - ✓ NEVER bag a previous employer
  - ✓ Show that you are interested in working hard for the company.
  - ✓ No WIIFM statements! It's all about what you can offer them, not they can offer you.
  - ✓ Don't brag. Be proud of what you have done but humble about it.
  - ✓ At the end of the interview you have two questions to ask – What is the agenda moving forward? AND how did I go?