

The key to successful interviewing: Preparation.

You have done the training, done the exams and now you wish to add to your experience by seeking new employment. But how exactly are you going to get through the interview process to ensure you get the new job you want?

Basic preparation is crucial

Research the company and know your facts, where is the company located and with whom are you meeting? By paying attention to these basic details you will give yourself that initial level of confidence to ensure success.

The Opening Question - 'Tell me about yourself?'

The vast majority of interviewers start the interview with this open-ended question. So how do you prepare? Begin by selecting your academic qualification for this particular job. Progress your answer by detailing your previous and relevant work experience and then close by explaining your reasons for looking for a new job today.

Strengths

While this is largely a 'given' in terms of your preparation, the vast majority of interviewees don't give this basic principal a second thought and hence when probed in the interview, they flounder. The general rule here is to prepare 2-3 key strengths but make sure you can prove them.

Weaknesses

Once again, this is something that people generally don't think about when preparing for the interview. Understanding your weakness is the first step. Your ability to control that weakness is the second. You need to turn something potentially negative into a positive ensuring that this weakness does not affect your performance in work.

Equivalencies

Inevitably the interview will touch on topics, experience and skills that you may not have had an opportunity to learn. In this case remain calm and confident and offer the interviewer an alternative piece of experience that you feel is equivalent and proves your ability to transfer your skill set and to learn new skills with relative ease.

Enthusiasm – the 'X' factor

So by now you have established yourself as a confident person who has the skills required to make this job a success, however this is only the first hurdle. The second is slightly more intangible and requires more attention to detail. Today, organisations look to hire those individuals who have the energy, drive and determination to succeed.

The 'X-factor' is the all-important ingredient to ensure success. It puts you ahead of the competition in the interview process and almost certainly assures your progression to another stage.

So how do you come across as the enthusiastic candidate who wants the job? Simple things such as body language and eye contact will help you achieve this goal. While it may seem difficult it is important to remain focused, engage the interviewer and try to find some common ground.

Traditionally, once an interview moves to a conclusion, the interviewee (you) will be given an opportunity to ask questions. Don't pass this up! This is a fantastic chance for you to ask some impressive questions that express your enthusiasm for the job and interest level in working for this company.

Imagine how impressed the interviewer will be when you ask him/her about the company, on-going and future projects and of course the team. This should prove your interest level in the company and the job, ensuring the job offer goes to you!