

Interview Tips

Preparation

Your interview preparation is just as important as the interview itself!

Make a checklist of requirements for the interview.

- Make sure you know the correct directions and venue.
- Make a note of the person who is interviewing you.
- Make a list of questions you are going to ask. (Bring these up at the end of your interview)

Plan what you are going to wear.

- Clean and ironed.
- Comfortable.
- Do they reflect the impression you are trying to create? Professional? Attention to detail? Confident?

Revise your details.

- Know what is on your CV.
- Are you aware of all your past employment dates?

Find out about the company or farm

- What is their core business?
- Who are their main clients?
- What qualities could they be looking for in a prospective employee? How could you convey that in the interview?

Plan for possible interview questions

Prepare for *behavioural questions*. These are questions which ask an interviewee for a specific example of when a specific behaviour or skill has been applied. Examples include:

- Give an example of when you had to adjust to a new situation. What was the situation and how did you handle it?
- Give me an example of a new system you introduced into your present job?

The Interview

Whatever you do, plan to BE EARLY. It is nearly impossible to overcome a negative first impression.

Within the first 5 minutes

You need to convince the interviewer that you are:

- Capable and professional
- A serious contender for the job
- In control of yourself and the interview

The interviewer will have noted:

- Your appearance
- How you introduced yourself
- Your posture and composure
- Your eye contact

TRY TO RELAX!

- Before the interview, take a deep breath and think positive.
- Remind yourself of your successes to date.
- Acknowledge your worth and value you could contribute towards the organization.
- During the interview, try to pause for 2 seconds before answering any question. This gives you a chance to think about your answer.

GENERAL INTERVIEW TIPS

- Show enthusiasm and if possible demonstrate your skills or knowledge with actual examples.
- Use words wisely during the interview. Answer questions in a concise, clear style. Do not waffle!
- Listen intently to the questions being asked. It does not create a good impression if you keep asking the interviewer to repeat the questions.
- Remember to turn your cellphone off!!
- It is not usually appropriate to discuss salary details at a first interview, unless the *interviewer* brings up this topic.

Remember, If you have not presented yourself in a credible and professional manner within the first 5 minutes of an interview, its going to be very difficult to regain the interviewer's interest in you.

A D D I N G V A L U E T O Y O U R A G R I B U S I N E S S

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