

# Tips for successful job applications & interviews

*To land that dream job, you need to be actively looking in the market and make yourself available for applications and interviews. The starting point is to have a top quality CV to send to a company when required.*

## Tip 1: Clear & structured CV

Ensure your CV has all the correct details, dates and experience listed. If you do not have a concise, professional CV, you will most likely not progress to the interview stage. Understand what you are applying for and what the company is looking for in terms of relevant job and industry experience.

When specific requirements are asked for, make sure that this is clearly stated in your CV. If you have gaps in your CV in terms of timelines, know that the interview panel will request some clarification. Be open and honest and explain in a clear and concise manner.

*Example: specific software requirement or certifications or tickets e.g. blasting ticket, drivers licence*

## Tip 2: Prepare, prepare, prepare

For most of us being in an interview is a stressful situation, if you have not prepared, you may end up forgetting certain key points that would have landed you that dream job. Most importantly, make sure you take a hard copy of your CV to the interview. If it is online, make sure you have a copy with you.

Preparing is not only about your CV, but also about what makes you the best possible choice for the position and having clear examples of where you have displayed a required skill. List these skills for yourself and be clear on what you can add to the prospective company.

Also be clear on why you want the job, why you applied in the first place, what made this an interesting role for you? Make your interest clear or you may not be seen as a serious contender for the role. No company wants to consider a prospective employee that does not really want to work for them.

*Example: the role is asking for previous supervisory experience? Be clear on how long you have been in a supervisor role, how large was the team that directly reported to you? What made you a good supervisor? Were there examples where your team excelled as a result of your leadership that you can share with the interview panel.*

### **Tip 3: Research the company, the industry and country**

If you are applying for an expatriate role, understand what you are applying for. What does the respective country have to offer? What are your needs as an individual or as a family?

Research the specific industry and company. The interview panel may ask you to share what you know about the company and the respective industry and why you applied for this specific role. Understand how the company is doing compared to its competitors and what makes it unique and attractive to you as a prospective employee.

### **Tip 4: Prepare for the common interview questions that you may be asked**

There are so many potential interview questions available on the internet, which makes it a lot easier to prepare for any interview, irrespective of the position. Simply do a google search, read the questions and prepare your answers.

If you are suddenly asked "Why should we hire you?", preparation will ensure that not only have you thought about your reply, but also that you come across in a confidential and clear manner.

### **Tip 5: Prepare for a behaviour-based Interview**

A behaviour-based interview is one of the most popular methods of interviewing. You may be asked to describe your own personal experiences which demonstrate behaviours that the company thinks are important for a particular position.

*Example: Tell me about the most difficult project you have undertaken in the last 12 months? What made it difficult? How did you deal with the challenges?*

Again, a google search will provide you with a list of questions that can assist in your preparation.

### **Tip 6: Prepare questions for the interview panel**

Prepare good questions for the interview panel, that will clearly display your interest and your knowledge of the company and the role. Be careful not to interview the interview panel, that may send the wrong message.

## **Tip 7: Energy & body language**

The world of recruitment has changed significantly and where previously everything was in person, you may now have a number of online interviews. Non-verbal cues are vitally important during an online interview. Make sure that you are positioned correctly in front of the screen with few background distractions, speak clearly and interact with the panel in a positive manner.

Your appearance, posture, eye contact, gestures and tone of voice all create a first impression of you with the interview panel. Take care of the image you project through your personal grooming - such as clothing, hair, jewelry, accessories etc. Non-verbal details reveal to others who we are and have an impact on how we relate to one another.

There is potentially nothing worse than trying to do an interview with a candidate who has no energy and brings a negative disposition into the conversation.

## **Tip 8: Start & end the interview on a positive note**

Greet the interview panel and thank them for their time and being given the opportunity to meet them and share more about yourself.

At the end of the interview, thank the interview panel for their time and end with a positive statement.