

## **SECRETS TO SUCCESS: WHAT TO DO DURING THE INTERVIEW**

The key to having a good interview is knowing exactly what to do on the actual day. So pay close attention to these pointers if you want your interview to go well!

### **Turn Off All Devices**

Switch your mobile phone to silent mode and turn off whatever communication devices that you might be carrying with you. The last thing you want is a call to distract you or the interviewer.

### **Mind Your Body Language**

Communication is made up of 7% words, 38 % tonality and 55% body language! So pay attention to your posture, gesture and facial expressions. Always maintain eye contact when you talk to the interviewer. Do not cross your arms, tap your feet, fidget or slouch. And if you are facing a panel of interviewers, always look at and address the person who posed the question.

### **Project An Enthusiastic Attitude**

Don't restrict yourself to monosyllabic answers such as 'Yes' or 'No'. Elaborate further or provide examples to back your point. Also, don't wait to be asked a question before putting forward your strengths and abilities. Make sure you ask a few questions as well to underline your interest in the job.

### **Learn To Listen**

It's important to listen first before answering the questions. Let the interviewer finish the question before responding. Never complete the sentence for the interviewer!

### **Speak Properly**

You will project a more favourable image when you speak clearly. You should avoid poor language, local slang, and pause words such as "lah", "uh," and "um".

### **Always Go Alone**

An interview is a face-to-face meeting when the employer assesses your suitability for the advertised role. It is not an outing for your family members, spouse or friends so please leave your entourage behind.

### **Don't Talk Bad**

Never ever speak negatively about your past employers or colleagues. If you do that, it will just reflect how unprofessional you are.

### **Me, myself and I**

The interview is for the employer to find out more about how you can contribute to the organisation.

Keep topics like bonuses, perks, coffee breaks, pantry details and other side benefits as low priority. Raise them if you must, but only after the employer has indicated an interest in

employing you. If pushed to share expected salary, provide a range and not a specific amount. That will allow room for negotiation.

**Thank the interviewer**

And finally, remember to thank the interviewer for their time and giving you the opportunity to present yourself. We also encourage all job seekers to get hold of the interviewer's name card before leaving. The purpose is for you to write a thank you note to them within the next 24 hours. This will leave them with a great impression of you.

To summarise what it'll take to nail the interview: the right body language, the right attitude, and loads of enthusiasm.

So here we are then. Ready to roll.

All that's left to be said is: Go for it! Good luck!

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