

# How to prepare your job interview in 10 steps

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**Make sure you have all relevant details,** including time, date and interview location, as well as the interviewer(s)'s name when appropriate.

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**Plan your journey** and backup plan in case of mishap. DON'T be late.

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**Research the company** you are interviewing with and the position you are interviewing for. Information sources include the Internet, friends or your recruitment consultant.

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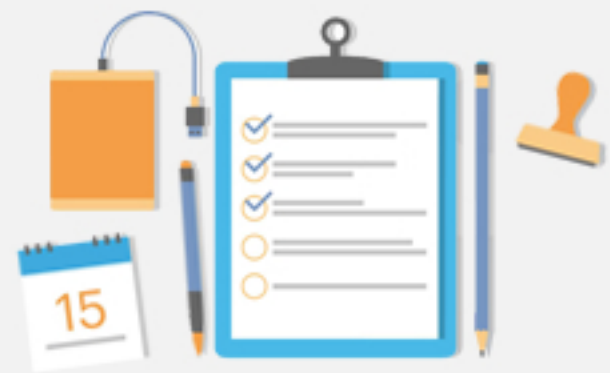
**Read the job description** carefully and think of ways in which your experience would benefit the company and what challenges you could face.

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**Know your CV.** Check your dates of employment as these may have to be confirmed.

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**Think about** your personal abilities, achievements and technical skills. These could include « goal oriented », « attentive to details », « team player » etc.



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**Wear correct clothing.** For example, a dark suit, white shirt and plain tie for men. Clean your shoes, shave (if appropriate) and make sure your hair is tidy. Makeup, if worn, should be soft.

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**Watch your body language.** A good handshake is a great start. Don't move about too much. Maintain natural eye contact and in the case of multiple interviewers, look at the person who is talking to you. Use affirmative action. And finally smile!

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**Close the interview properly.** Make sure you are prepared with questions to ask at the end of the interview. Don't use this time to discuss salary; it would imply money is your only motivator!

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**Prepare common questions.** Some examples: What can you bring to our company? What are your best attributes? Why are you better than other candidates? Why are you interested in us?

Find out more about this topic in our next infographic...