



Nail That Job Interview

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There are few people who rate going for a job interview as one of their most favourite things. For most people it is a daunting experience with much riding on the outcome. Being great in interviews is a skill you can learn. In fact, before you go for any interviews, you must learn how to be good in them. Unfortunately, interviewing skills is not something generally taught in schools. So, most of us don't really know how to make the most of them and how to show ourselves in our best light. Interviewing is a skill you can learn to do. With the right knowledge, a lot of preparation, and practice, you can come across really well. If I could give only one tip it would be to spend a lot of time preparing for the interview. Below are some more tips.



1. Self-belief is really important in an interview. If you are very nervous or very obviously lack confidence you will not come across well. If you lack confidence then work on that first. The interviewers need to feel comfortable that they can trust you to do a good job. And they won't if you stutter and stammer and shake during the interview. It will be a horrible ordeal for everyone there. In an interview you are the one who needs to convince the interviewers that you can do the job, and do it better than all the other candidates they have lined up. If you don't have a firm belief that you can do the job well, then the interviewers will pick up on this and take their cue from you. They also won't believe you can do the job well.
2. When we are being interviewed we tend to feel we are on the spot and being judged. To some extent we are. However, that is not a useful way to approach the interview. Don't see this as someone or a panel of someones' judging you. You have been called to the interview so the interviewers can find out more about you. If they knew everything they needed to know you would not be in the interview. You are in the interview to tell them what you can do and why you should get the job. You are in the interview because they don't know enough about you to make a hiring decision yet, so this

is your opportunity to tell them why you are a good fit for the job and the company. Try and forget about feeling judged by the people across the table. You are there to sell yourself, your skills and capabilities and get them to see that you are the person they need to hire. It is your responsibility to communicate your skills and achievements and personal qualities that show you can do the job.

3. Getting the right level of confidence is everything. Don't knock yourself down. Don't doubt yourself. But also, don't be arrogant and overbearing, and oversell yourself. Convey, in a quiet and straightforward and honest way your abilities. And never lie. You will be found out. At the same time this is not the time to hide your light under a bushel. This is not the time to worry about bragging. You must talk about your strengths and talents, and qualities and achievements that you have. Before the interview I suggest you make a list of everything you have in terms of skills, personal qualities and achievements that the company is looking for or any employer would want and write them down. Read them through until you believe them.
4. You have to practice interviews, that is unless you are someone who has so much experience it won't help you. However almost no one falls into that category. Your interviewers can usually see if you have prepared for the interview and they assume the way you behave in the job hunt is the way you will behave in the job. If you are sloppy in preparing for the interview, you are likely to be sloppy on the job. Preparation for the interview helps you be less anxious and more confident. Ask around for frequently asked interview questions and write down your answers. Get someone – a friend or relative – to practice with. The friend asks the questions as if they were the interviewer and you answer as if you were the applicant. Practice a lot if you have little experience with interviews. Practice will make you better at interviews and is likely to increase your confidence.
5. You must read up about the company beforehand. Essentially what you need to do as preparation is two things. Know what the company wants – what the company is looking for in a candidate. Know what they want in the position, what sort of culture and values they have, and what kind of people they like to hire. Then you are going to show them in the interview that you are that person who fits with what they are looking for.
6. For every interview I get clients to prepare an answer to the question: "Why should we hire you above all the other candidates"? And also the question, "If we hired you what value would you add to our organisation"? Think about this beforehand and practice your answers. This is what you want on your mind and what you want to convey during the interview.
7. If you have prepared a lot of questions and answers, and you don't get asked a question that would allow you to showcase a skill or competence that would really help you get the job, you can always add it in. You can say something like, "I would also like to mention that I have..... experience... when I was working in job". It is up to you to show that you are the right person for the job. Not all interviewers are good at interviewing. And not all interviewers ask good questions.
8. A peak performance technique that is very effective is visualisation. I have used this in interviews and so have clients and it can work really well. Sit and relax in a chair. Or you could lie down on a couch or the bed, and imagine going for the interview. See every step of the interview. See yourself meeting the interviewers, sitting down and answering questions. See yourself being very good at answering questions and a great rapport developing between you and the interviewers. Literally visualise yourself talking through the interview successfully. This will help you be more relaxed and competent in the interview.
9. Something very few people do in practice, but which is highly recommended, is send a thank you email to your interviewers for their time, after the interview. If you feel you have not mentioned something important, this also gives you the opportunity to mention it.
10. If you want the job then you need to convey that. You can even say something like, "This is a job I have been looking for, for a long time", or "I saw this job advertised and it is one that really is what I want". I have seen people not get jobs because afterwards the interviewing panel felt they didn't seem that keen on getting the job. You must be enthusiastic about wanting the job in the interview. Employers want someone who really wants the job. If you really want that job you are more likely to be good at it and dedicate the necessary time and energy to doing it well.

I think it is very unfortunate that people are not all taught how to find a job in high school. There is so much knowledge and skill around being successful in the job hunt. And so many more people would be successful if they knew what to do. If you are looking for a job then my advice is put in the work and learn how to be good at it. Selection is not always a fair process. If you have skills and knowledge around how to get a job and how to handle interviews, you are so much more likely to end up in the right job. So give it the time it needs.