

Toll People

Job Interview Tips



An opportunity

Being invited for an interview means you have already convinced a potential employer that you are a suitable candidate for the role.

An interview is your opportunity to convince them you are the best candidate available to fill that role. The interview is also a good opportunity to decide if the role and the company are right for you

Arrive on time

Try to arrive at least 5-10 minutes before your scheduled interview.

Plan your route in advance and allow extra time for transport or traffic problems.

It is also a good idea to check if there is parking available nearby.

Presentation

Make sure your interview attire is neat, tidy and appropriate for the role and type of company you are interviewing with. Shake hands with confidence, remember to smile and maintain regular eye contact.

Be prepared

Make sure you research the company. Visit their website, and brief yourself on their main products and services, recent performance, client base, competitors, values and locations.

Research commonly asked questions and prepare answers appropriate to the particular position and your experience.

Prepare some questions to ask the interviewer, to show your interest and to also find out if this position is right for you. Some examples could be 'how has the business changed over the past year?' or 'why has the position become available?'

During the interview

Be polite, honest and be yourself. Listen to the whole question and think about what is being asked before you answer.

Show your interest in the company by being positive and energetic. Try to explain what makes you unique and how you could make a difference if successful for the position. Always provide appropriate examples where possible.

Try to relate what you know about the company when answering questions. When discussing your career accomplishments match them to what the company is looking for.

Leave a positive last impression

Close the interview with a handshake, a smile and a genuine thank you.

A brief, friendly email thanking the interviewer for their time and consideration is often viewed positively.

Restating your interest in the role could be a deciding factor as to whether you are offered the job.

Looking for a job? Speak to us

Call **1300 769 875** to talk to us

