

5 Tips to pass the job interview

1. Prepare Questions

A job interview is not only an opportunity for the employer to ask you questions but also an opportunity for you to get more information about the job role and the company. If you prepare questions regarding your position in the company, should you be offered a job, the employer will get the impression that you are interested and willing to work hard. You can ask for more information about the job, the workplace or about the company, their goals, achievements and much more.

2. Research information about the company

Always be prepared. Before the interview starts, you should ask yourself:

What exactly is the company doing?

What am I going to do according to the job description?

Would I integrate well into the company?

You should research current projects the company might be involved in. Has the company launched any new products? What philosophy does the company abide by? Are there any new updates regarding the staff, company and their business?

With your preparation the employer will recognise your interest and enthusiasm in attaining the job.

3. Practice common interview questions

There are some questions that you will be asked in almost every interview. In most cases you will be asked to identify your strengths and weakness. The best way to answer this question is to be honest; don't lie. Do, however, try and avoid casting yourself in a negative light. When discussing your weaknesses, try to present them more as 'ways in which you can improve' and how the company might benefit from your personal 'improvements.' For example, if language is not your strongest area, simply explain that you are willing to improve your skills, by suggesting evening courses perhaps.

Besides that you should explain why you are the best person for the job. Stand out from the competition. What skills can you offer that the company would benefit from – Sell yourself!

4. Professional and confident outfit

Look presentable. Make sure that your clothes are clean and fit correctly. Dark coloured suits or dresses are appropriate, but it all depends. Just remember, it is always better to over dress for an interview – the way you dress is a reflection of you.

5. Be punctual

You should not be late. Being late to the first meeting shows the employer that you are not interested and unreliable. To avoid being late you should to drive to the location the day before, if you do not know the area. If you are taking public transport, take the train or bus earlier than you would normally

- there might be a delay. If you arrive early on the day of the interview, sit in a nearby cafe and relax - prepare yourself mentally. It is normal to arrive 15 minutes before the interview starts.

A last reminder

Keep in mind that a positive attitude and a nice smile can make a difference. If you've had problems with previous employers, avoid speaking about them in a negative light. The interviewer might get the impression that you are not loyal to the companies you work for. There is always room to express a bad experience but in a respectful way.

Stay positive, keep smiling and be professional. Good luck!