

INTERVIEW GUIDELINES:

Before the Interview:

Make sure you are prepared for the interview and please study this document carefully and clarify any uncertainties with your Consultant before the interview.

Also visit the company's website to familiarise yourself with the company's culture and their specific technologies and methodologies.

Get there between 10 and 15 minutes early. Remember to take traffic into account when planning your route.

WHAT EVER YOU DO – DON'T BE LATE!!!

Remember you have only one chance to make a good first impression!

Very Important!!!

Should you at any point in time not be able to make the interview for whatever reason, please remember to phone the interviewer(s) and your Consultant to make alternate arrangement.

Dress Code:

Here are some basic guidelines for your first interview:

- Men – Dark suit, white shirt, tie; Try not to wear very busy colours;
- Look neat and clean, it gives an air of efficiency;
- A good haircut can do wonders for one's image; and
- Don't go reeking of after-shave or perfume.

Introduction:

When introduced to your interviewer(s), give a firm handshake, maintain eye contact and remember to smile. You should make a general comment just to ease the tension such as "This is an exceptional building you have here or interesting colour scheme for an office or I see you've also studied at Wits or I see you are interested in _____ (observe the office)"

Interview Sequence:

A typical interview sequence could be as follows:

- Tell us about yourself;
- Strengths and weaknesses;
- Technical information check – your technical abilities
- Company info and position info – what they have to offer;
- Your reason for leaving;
- Salary expectations; and
- Interview end.

Tell me about yourself:

Be prepared to talk about yourself. You will definitely be asked to do so. Talk about yourself from after your studies to your career up to now. Be concise, to the point but include all relevant work experience. You could also include snippets about your personal interests, such as “and on weekends I like to relax by doing....”.

Ensure that you given just enough to see that you are a balanced individual with a position outlook of life. In general, all employers are looking for individuals that are well balanced, positive, and with a pleasing attitude.

Strengths and Weaknesses:

Have a list of your strengths handy in your head and be ready to talk about the. Include items such as:

- Self Motivated;
- Ability to work in teams
- Ability to perform under pressure;
- Ability to take initiative;
- Fast learner’
- Positive attitude;
- Making things happen;
- Ability to complete projects;
- Ability to work unsupervised;
- Leadership abilities;
- I get the job done!

Include a negative but forgivable weakness such as: Meticulous, painstaking, detailed etc;

Other questions you might get asked:

“Why should we hire you above the 10 candidates that we’ve got for the job?”

Be prepared to answer the one with comments such as “I succeed on opportunities like this one!” or show them your experience / strengths why you should get the job.

“You don’t have the correct experience for the job! Why should we employ you?”

Be prepared to answer this one with comments such as “I’m a fast learner and I have the ability to tackle any challenge!” or show them from your experience / strengths why you should get the job.

Remember that you are now busy selling your personality and positive characteristics, so be positive and complementary about yourself!

Technical Information Check:

During this time in the interview, you will be asked to tell them about your technical abilities, projects and achievements.

When asked about your technical abilities give detailed answers, e.g. When asked if you can cope with very complex consolidations, don't just say yes. Rather respond as follows: "Yes, I started with consolidations in 200_. My first project was to _____, etc. I initiated a process that _____! I've also done a course in Advanced Excel from (Company Name) etc., I'm currently busy with a project where I'm responsible for_____".

Answer all questions put to you with answers that are to the point. Don't waffle and include irrelevant information!

Remember to tell them how the company benefited or saved money having you on their team and the projects complete. This is very important, as you are now in a phase where you are selling your abilities and special achievements.

Don't just answer the questions. Ask some yourself. – Communicate!

Ask questions such as:

- What other systems are currently being used by the company?;
- What learning opportunities on new systems exist for yourself?; and
- What are their plans for the future to streamline processes?

Company and Job Info:

At this point they will give you background on the company and the specific position you applied for. If they don't, then you should ask them.

Ask questions such as:

- Your direct reporting structure;
- Your team size and how many teams are in the department;
- Size of division you will be working in;
- Your opportunities for growth and career path;
- Ask about the management of the company;
- Company group structure (subsidiaries and holding company);
- Who are the main competitors in the market; and
- Where is the company heading, e.g. its strategic direction?

Reason for leaving:

Should they ask for your reason for leaving, remember not to run your current company down, it's not going to buy you any points.

Always talk about your real reasons for leaving such as:

- Wanting greater opportunities;
- Looking for new challenges;
- Needing a change in career path;
- Working with new industries;
- Ready for greater responsibilities;
- Wanting to work for a bigger / smaller company;
- Wanting to make a difference in the company;
- Desire to grow and get exposure on how other people do things;

Salary Talk:

Should the subject of salary come up, don't put a price on your head and don't mention any figures. Let's say they are willing to pay you R30K and you price yourself at R25K, they will surely give you the R25K you asked for. Rather say you would consider a market related salary for your skills and experience. You can furthermore say that you would be negotiable on the salary. Leave the salary negotiation for your Consultant as he / she would usually know what the company is prepared to pay and can negotiate the best deal for you.

You can also mention your current salary should they want to know it. We always include your current salary in the CV and they will usually have this with them.

Should they make you an offer in the interview and it's not acceptable to you, never turn it down outright. Always leave the door open for your Consultant to see if he / she cannot get a better offer out of them.

Should you be happy with the offer they make in the interview, you can accept it there and then.

It is preferable that you leave all salary negotiations up to your Consultant as he / she has the experience and know how to do it. It is also easier for a third party to negotiate on your behalf. Also remember, It is in the Consultants interest to get you the best salary possible!

Other Questions

"Why do you want to work here?" You've heard it before. No doubt you've asked it as some time in your recruiting career. It's a screening question, just like, "why did you leave your last job?" The purpose of it is to hear what the candidate has learned about the company through the interview they've just had, how much research they've done about the company, and whether they have valid reasons for desiring inclusion in your culture. The question is also focused on revealing whether you're looking for a career or just job-hopping until you come up with something you think you'll like.

The Interview End:

If you liked the interview, you can at this point say it to them. This could open the door for the follow on interview and it would most certainly set a positive ending to the interview.

Also ask the interviewer when you can expect feedback. This will give us an indication of how soon they will make a decision.

Remember to smile and thank them for the opportunity to see you.

Follow Up:

Phone your Consultant as soon as possible after the interview to give your impressions of the company, job and the interview. We will then follow up with them and give you any feedback.

The 3 rules for a successful interview are:

"Be positive! Be yourself! And remember only you can make it happen!!!"

Good Luck & I'll speak to you after the interview!