



## Top 6 Job Interview Tips

There is so much to think of while in a job interview but these six top tips will help you make the right impression.

### 1. Remain positive

Stay positive and upbeat as you answer job interview questions. Avoid using negative language and don't say anything bad about your current employer, job, or boss. Even if you really dislike your job, it's much better to talk instead about what you're looking forward to rather than looking back.

### 2. Follow up your job interview answers with examples

When describing your abilities, skills, or experience, follow them up with actual examples explaining what you did. Think 'show and tell'. If you have a portfolio of previous work or reports you have written, look for an opportunity to get them out and 'strut your stuff'.

### 3. Don't be afraid to refer to notes

Use the notes you have taken with you when you're answering interview questions. If you want to check your notes to prompt and answer, simply ask "Is it ok if I refer to the notes I've made?" The interviewer will say 'Yes' and be impressed that you anticipated the question and prepared notes to answer thoroughly.

### 4. Take initiative

If you want to talk about something but haven't been given the chance, don't be afraid to raise the topic yourself. This is your one shot at landing the job so don't waste the opportunity. At the end of the interview, when you're invited to ask questions, simply say "I was hoping to tell you about (your topic)/ show some of my previous work (portfolio/reports). It won't take a moment."

### 5. Be mindful of talking too much

When you're answering an interview question and find yourself off track, avoid the temptation to keep talking. Veering off topic due to interview nerves is very common. However, it's up to you to take control and own it. The best approach is to simply stop talking and say something like "I appear to have gone off track. If you don't mind, I'll answer that question again."

### 6. Think of your body language

Often it's what we don't say that speaks the loudest. Stand/sit up straight, shoulders back and speak clearly and confidently. If you show confidence in your abilities it will rub off on the interviewer and increase the likelihood of their confidence in your abilities.