

INTERVIEW TIPS AND FREQUENTLY ASKED INTERVIEW QUESTIONS

Top interview tips:

1. Preparation is very important. Your consultant will ensure that you have the correct address, directions, contact number, interviewer name, job description and so forth. You must just ensure that you do some research on the company and the position beforehand.
2. Do NOT be late! If you arrive very early, wait in your car until 10 minutes before the time and then go in. You don't want to put the client under pressure or make them feel like they have to drop everything they are doing because you arrived too early for your interview.
3. Dress neat and professional – first impressions are very important. If you are not sure, black or white is always a safe option.
4. Go to the interview alone. If someone had to drive you there, allow them to stay in the car, NOT wait at reception with you.
5. Speak clearly, look the interviewer in the eye and SMILE! Remember to be yourself!
6. Don't swear or use foul language, no matter how nervous you may be.
7. Do NOT talk about bonuses, leave days, work hours or salary unless the client brings it up first! You can go the entire interview without touching on the topic of money – that is ok. Your recruitment consultant is there to assist you with salary negotiations. However, if the client does ask you in the interview what salary you had in mind; say exactly what was discussed with your consultant. The amount that your consultant put on your CV is what you must request in the interview. Then, also say "if you think I am the right person for the job, I am willing to consider other offers from your side". You then put the ball back in the client's court and don't sound too demanding.
8. Focus on the position you are interviewing for and the company you are interviewing with. For example, if asked "what is your dream job", don't mention something that has nothing to do with the company or with the position you are being interviewed for. This will show a lack of interest in the position.
9. Be familiar with your CV and prepared to answer questions from it. Similarly, ensure you know the job description of the position you are being interviewed for. Think of ways in which your experience will benefit your potential employer.

10. Don't make negative remarks about your present or past employers.
11. When done with your interview, thank the interviewer for their time and ask when you can expect to get feedback.
12. After the interview, call your Proforça Consultant straight away to discuss how the interview went. NEVER contact the company directly, always work through your Proforça Consultant.

Frequently asked interview questions and answers:

A. Question: Tell me about yourself.

Answer: The interviewer wants to know a short summation of your career history, skills and qualifications – remember to relate this to what you can bring to the new role.

B. Question: What have your accomplishments been to date?

Answer: Think of a fairly recent, work-related accomplishment. Identify the skills needed and how the company benefited.

C. Question: Are you happy with your career thus far?

Answer: Be confident in yourself and say what it is about your career so far that you are happy about. If you are not happy about your career to date, don't be negative, but explain why you feel that way and how a position at that particular company could add value to your career.

D. Question: Explain your current role and what you do on a day-to-day basis.

Answer: Illustrate how you fit in to your company, your roles, who you report to, who reports to you and so forth. Remember to include your key responsibilities and how you add value.

E. Question: What do you like about your current job?

Answer: Be enthusiastic and positive; describe your job as exciting and diverse but nothing too over the top – as you are in the interview looking for other work. Emphasise what skills you make use of currently and how those skills will be of benefit in your new role.

F. Question: What do you dislike about your present job?

Answer: Do not use this question to vent your frustrations about your current employer. Be cautious – rather mention a specific characteristic about the company (eg, its size or distance from home). You don't want to bring up something specific (eg. you don't get along with management) as you will draw attention to your own weaknesses.

G. Question: Why do you want to leave your current employer?

Answer: Rather mention that you are seeking new challenges, more experience, more responsibility, career growth or closer location as opposed to something negative. Also avoid personal reasons, such as conflict with colleagues or management. It is also not a good idea to mention salary increase as your main reason for wanting to leave.

H. Question: What is the most challenging situation you have had to face in the workplace and how did you handle it?

Answer: The interviewer is trying to determine what your perception of challenging / difficult is and how you handle yourself under pressure. The best way to approach this



question is to think of a situation, which was not caused by you, and one that can be explained quickly. Explain the problem, what your options were and why you chose the approach you did. Again, end off on a positive note and explain how you added value.

I. How do you handle criticism in the workplace?

Answer: When answering this question, remember that criticism can be beneficial and provides an opportunity for personal development. Show the interviewer that you take criticism as an opportunity to improve.

J. Question: What are your strengths and weaknesses?

Answer: Strengths should always be supported with examples. Weaknesses should be turned into strengths – do not say you have none.

K. Question: Why have you applied for this particular job?

Answer: Make sure that you understand the position and what is expected of you. Describe the characteristics of the company that interest you the most. The employer wants to see that you will fit in with their company culture and that you have a good understanding of what is expected of you. Avoid mentioning more money or shorter work hours as a reason.

L. Why should I hire you?

Answer: Again, emphasise your understanding of the role and what is expected of you. Mention how you feel you could add value.

