



T A L E N T
P L A C E M E N T

INTERVIEW BRIEFING
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HOW TO PREPARE FOR YOUR INTERVIEW – INTRODUCTION

When preparing for the interview there are a few things to consider:

- **Make sure you know who you are:**
 - What personal characteristics define you: such as diligent, extroverted, introverted and/or creative
 - What your interests are: particularly those that are career related
 - What talents and skills you have: writing skills, solve problems, good influencer
 - Your education and experience background

HOW TO PREPARE FOR YOUR INTERVIEW – INTRODUCTION

1. Make sure you know your prospective employer

Research the company (*for the interview you do not only need to know who you are, but also who the company is*)

- Background
- Products and services
- Mission, vision and values

Plan your route

Prepare all the documents required

Attire / Dress code



HOW TO PREPARE FOR YOUR INTERVIEW – FAQs

1. Tell us about yourself

(tell me why you are the right fit for this job)

- Should be 2 – 3 minutes
- Give a pitch (concise and compelling)
- Don't give your complete employment or personal history
- Present-Past-Future Formula
 - Start with the present (where you are right now)
 - Then the past (experiences and skills/abilities)
 - Lastly the future (Why are you really excited about this opportunity)
- Tell stories (make it narrative)

HOW TO PREPARE FOR YOUR INTERVIEW – FAQs

2. What do you know about the company?

(Can you be an ambassador for our company)

- Whether or not you care about the mission
- Ability to discuss the organisation's work and its impact
- Think about how it relates to your passions and experiences
- Use key words and phrases from the website and make it personal

HOW TO PREPARE FOR YOUR INTERVIEW – FAQs

3. Where do you see yourself in 2 - 5 years?

(Do you care about our work)

- If the position is on track with your goals, talk about it and give some specifics.
- If you are not sure about the future: See this as an experience that will play an important role in helping you make that decision
- Make the goals realistic

HOW TO PREPARE FOR YOUR INTERVIEW – FAQs

4. What are your strengths?

- Be accurate - Share your true strengths: Not those you want the interviewer to hear
- Be relevant - Select strengths that are most targeted to this particular position.
- Be specific - Choose 'persuasive communication' and 'relationship building'

5. What are your weaknesses?

- Employers want to hire someone who is reflective
- Show how you have taken steps to overcome it

HOW TO PREPARE FOR YOUR INTERVIEW – FAQs

5. Do you have any questions for us?

(Have you really been listening)

- Ask questions that weren't covered during the interview.
 - Job duties
 - Company culture
- Ask questions targeted to the interviewer - for example:
 - What are the current challenges facing the organisation?
 - What advice would you give to someone in this role?
 - What do you like most about working here?

HOW TO PREPARE FOR YOUR INTERVIEW – COMMUNICATION

Verbal Communication:

- Practice and Prepare your opening speech
- Be clear and to the point
- Behave well and carry your manners with you
- Exemplify your skills
- Be positive
- Make the interview interactive

Non-verbal Communication

- Body Language
- Gestures
- Eye contact
- Body Positioning
- Facial Expressions

COMMON MISTAKES MADE IN INTERVIEWS

1. Dressing Inappropriately
2. Arriving late
3. Bringing a drink with into the interview
4. On or Using your phone
5. Not paying attention
6. Talking too much
7. Not being prepared for FAQs
8. Badmouthing previous employer(s)