

5. INTERVIEW SKILLS AND TECHNIQUES

Hints to remember:

- 😊 Walk-in with shoulders back, standing straight and smiling
- 😊 Be comfortable – practice in the mirror
- 😊 Listen attentively
- 😊 Eye contact
- 😊 Avoid nervous mannerisms (examples: pen clicking, nail biting, fiddling with paper)
- 😊 Appear calm (take deep breaths)
- 😊 Speak clearly and give examples (even if they don't ask for one)
- 😊 Talk yourself up – the power of positive thinking
- 😊 Don't get worried if a panel members says to you "Is that all you want to say?" or "Do you have anything you want to add?"
- 😊 Ask questions of the panel if you have any
- 😊 *Above all, acknowledge to yourself that you will be nervous and that you can only do your best!!!*

Don't be afraid to ask for feedback when you hear the outcome, as this will assist you when applying for other jobs.

Activity:

List two questions that you could be asked:

1. _____

2. _____

List two questions that you could ask:

1. _____

2. _____
