

# WISE job search tips



## Your Preparation

### Planning

- Do your research and find out as much as possible about the company.
- Useful resources are company brochures, annual reports, media information, mission statements, research the internet or asking the company directly.
- Knowledge of what the company does and what its aims are, impresses the interviewer and show your initiative and enthusiasm.
- Ensure you know the exact location of the interview and how long it takes to get there. Do a practice trip if possible. Plan to arrive 10-15 minutes early so that you can relax and prepare.
- First impressions are lasting. Be polite and organised with reception staff. Dress appropriately and at all times look tidy and clean.
- Assess your personal strengths and weaknesses, accomplishments and future goals.
- Think of examples of why you would be an ideal employee. Think of possible questions you would ask if you were interviewing. Prepare great answers and practice answering them aloud in front of a mirror.
- Be confident. If you believe you're the person for the job, convince others.
- Speak from experience as much as you can. What I have done is more effective than what I might do.
- Look forward to the big day and smile!



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## Your Preparation

### Presentation

Presentation is not just about your clothes and grooming, but also your manner, body language, voice, the language you use, and your overall approach.

Effective presentation means looking the part: dressing appropriately for the job with the organisation and the industry, and presenting yourself in a professional manner.

Appearance does affect people's impressions of you, so make sure, as far as you're able, that your appearance is something that's working for you rather than against you.

- Clothes must be appropriate to the type of job and the culture and standards of the organisation
- When in doubt, play it safe and go for more classic or conservative styles and colours
- Avoid extremes of appearance or fashion statements
- Clothes should be clean, neat, well-pressed and brushed
- Shoes should be smart and well-polished
- Accessories such as bags and briefcases should also be smart, clean and professional looking
- Jewellery should be classic and understated (It's usually best to leave the nose stud at home)
- Make-up must be appropriate for the position, organisation or industry, but in general, should be understated
- Avoid overpowering perfume, cologne or after-shave
- Hair should be clean, neat and add to your professional image
- Nails should be clean and neat. Any varnish should be unchipped and subtle in colour



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## Your Preparation

### Manner

- Be polite and professional with everyone you encounter both before and after the interview. (Interviewers often get feedback from other staff).
- When you arrive, state clearly who you are and who you are there to see.
- Saying please and thank-you where appropriate doesn't cost you anything and often helps to give a good impression
- Be prepared to shake hands with a firm handshake on greeting and farewell.
- Smile as you do so and at other appropriate moments throughout the visit (this not only relaxes you but makes you appear relaxed and confident even when you are not).
- Don't sit down until you are asked to do so.
- Don't chew gum or smoke, even if invited to do so. It is also better not to smoke just before the interview because the smell will put some employers off
- If the interview is over a meal, don't drink alcohol.
- Make sure you remember the interviewer/s names.
- Avoid the temptation to be too informal even when the interviewer has a relaxed style.
- Don't waste people's time: make sure you are on time or preferably, 10 to 15 minutes early; try to answer questions succinctly, without rambling on; be prepared by practising questions and answers at home
- If you unavoidably have to change arrangements, give them as much notice as you can.
- If you are late, advise them if at all possible, apologies and try not to get flustered.



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## Your Preparation

### Body Language

*Be aware of your body language and what it communicates. It can convey very strong messages about your energy, interest, capabilities and confidence.*

- Good posture when sitting, standing and walking makes you look confident.
- How fast or slow you walk may indicate something about your levels of energy and interest: don't dawdle.
- Sitting up straight (or leaning slightly forward) and looking at your interviewer/s conveys your interest.
- Avoid distracting mannerisms, fidgeting, crossing arms and legs.
- Gestures can emphasise points you make at the interview but can also be distracting for the interviewer/s. If you "speak with your hands" make sure that this works for you, not against you.
- Maintain appropriate eye contact with interviewer/s. If it is a panel interview alternate your gaze between the interviewers.
- When answering the question, answer the person who has asked you the questions whilst including the others in your answer
- Listen carefully. Sometimes a slight nod to show that you understand is appropriate.
- Remember to smile and be yourself.

