
INTERVIEW TIPS

Make sure you are well prepared, arrive on time and dress appropriately. Refer to our previous article on **'Preparing for an Interview'**.

Some common interview questions:

"Why do you want to work here?"

"Do you have any relevant experience?"

"Why should I hire you?"

"Mention one of your strongest qualities and another quality that you need to work on."

"Where do you see yourself in five years?"



Practice Answering Questions

Practice answering the questions above:

- ✓ Ask yourself the questions in front of a mirror. Hearing your responses will help you get the right message across. Remember that communication is both verbal and non-verbal, so it is good to pay attention to hand gestures and facial expressions too.
- ✓ Ask someone you trust to practice the interview questions with. Get their honest opinion about the following aspects: appearance, posture, handshake, eye contact and tone of voice. You could also video yourself answering the questions to see where you can improve.
- ✓ Apply with Jobsplus to undergo a mock interview by either sending an e-mail on advisory.jobsplus@gov.mt or go to this link: <https://jobsplus.gov.mt/job-seekers-mt-MT-en-GB/personal-action-plan/mock-interviews> or call on 22201238/1239/1240.

Prepare Questions to Ask

A good interview should be a two-way conversation.

- ✓ Other than your potential employer asking questions about you and your skills, you need to prepare questions to ask your potential employer.
 - Among the questions one could ask are: *“What would my day-to-day responsibilities be?”* and *“What would be required from me to excel in this role?”*.

Be Yourself!

It is always best to be yourself, sell yourself humbly yet confidently.

- ✓ When you get a tricky question such as, '*What is your worst shortcoming?*', be honest about it but show that you are willing to work hard to improve and learn.

Lastly, know that it is normal to be nervous. You can remain calm during the interview by talking slower and showing that you are confident by maintaining eye contact. Keeping something in your hand such as a *paperclip* or a pen can help you control your nerves, just make sure you do not fidget too much with it.

Remember, being prepared is the most important element for a successful interview.

Follow these tips and the previous article to make sure you are well prepared for your interview!

good luck