
PREPARING FOR AN INTERVIEW

Research the Company

- ✓ Visit the company's website and any social media channels they may have.
 - Find out: Is it a big company? What are the services and/or products they offer? What type of clients do they deal with?
- ✓ Like and follow their social media pages - this will show that you took initiative to find out more about the company and its services.

This information will come in handy during the interview. The more knowledge you have, the more confident you will be during the interview.



Dress Appropriately

- ✓ Dress for the career you want. As they say, first impression matters, and during an interview you will be selling yourself to your potential employer.

Women	Men
Smart clothing	
Well-groomed hairstyle	
Simple make-up & neat nail polish	Clean shave

Business Casual

Men and Women



Be Punctual

- ✓ Be on time: 10-15 minutes ahead of time will allow you to cool down and regain composure before the interview begins.
- ✓ Inform the reception that you are aware that you are a few minutes early, so you are happy to wait.
- ✓ If you arrive more than 15 minutes prior to the time agreed upon, you should wait outside the building for a few minutes before entering. Your interviewer might be busy, and you do not want to make them feel rushed or interrupt any other appointments.
- ✓ In the unfortunate event where you are late to the interview, call, apologise and explain why you are delayed. The reason for this must be justifiable; otherwise, you will make a negative first impression for yourself.

Take with you

- ✓ Take with you copies of your CV and your certifications. There might be more than one interviewer in the room, therefore, you should prepare additional copies just in case.
- ✓ Take a small notepad and pen to take notes of anything important; it demonstrates how serious you are about the job.