

# The Interview

**Applying for a job is a process. Testing can be part of that. But here are a few tips to help you in some of the other stages.**

Always be on time, if not early. If you are delayed for any reason, call the interviewer, apologise, explain why you are late and give your estimated time of arrival.

Preparation prior to an interview is essential – it demonstrates you are committed and interested in working for them and enables you to ask relevant questions at the interview. Spend some time looking at the company's website and any literature/marketing material you can lay your hands on.

Your presentation is vitally important. Always look smart. Remember to maintain eye contact with the interviewer and smile.

Whilst in the interview, always relate your own experience and skills directly back to the job in question. This will demonstrate your suitability for the position.

Keep your answers to the point by emphasising how your experience relates to the job in question. DO NOT talk too much or go off the point. Show your enthusiasm and demonstrate you have good listening skills by listening carefully to the interviewer and demonstrating positively where you could use your expertise.

At the end of the interview, shake the interviewer by the hand and thank him/her for taking the time to meet with you. Even if you are not suitable for that particular position, the employer will remember how well mannered you are and may well consider you for something more appropriate in the future.