

Preparing for a job interview

Going for a job interview can be stressful. The job interview is important because it's your chance to show the employer that you are the right person for the job. Being well-prepared helps you to feel more confident.

To prepare, there are a few things you can do.

Research the company

First, research the company where you'll be interviewing. Look at their website and learn about their main business and goals. This will help you understand what they're looking for. Look for posts on their social media, especially on LinkedIn, where their HR representatives may have published posts that tell you more about their company culture. Business unit leaders may have shared important milestones or projects they are working on, products they are launching and so on. All this information, as well as the tone of the posts, will tell you a lot about the company ethos.

Be on time by being early

Next, make sure you know where you're going and how to get there. Get the address and contact information for the interview, and give yourself plenty of time to get there. Remember that load-shedding causes extra delays due to traffic lights not working. Arrive a little early and freshen up once you arrive. Wash your hands, and check your hair and make-up.

Know who you're meeting for your job interview

Know who you'll be meeting with and what their name is. If you get a call about the interview, ask for the person's name and

write it down. Upon arrival at the company, report to reception and tell them that you are there for an interview and give them the name of the person you will be meeting with. Remember to smile, even if you are nervous.

Job interview dress code

When it comes to dressing for the interview, it's better to be too dressed up than too casual. Even if the company has a casual dress code, make sure you look neat and tidy. You don't have to wear expensive clothes. Just make sure that the clothes you have on are clean and neat. Do not wear anything that is too tight or too revealing. And make sure your shoes are clean too. If you have to walk far (or if it's raining), carry your neat shoes in your bag and change into them in the bathroom before the interview.

Practice answering job interview questions

Practice answering common interview questions and prepare a short pitch about yourself, highlighting your strengths and unique qualities. Don't talk too much! Many people tend to talk too much when they are nervous. Also, don't talk too quickly. A good tactic that many public speakers use to settle their nerves, is to openly admit, right up front, that they're a little nervous. Your interviewers are human too, and they'll appreciate that you're being honest. It will also convey how important this interview is to you.

Prepare some questions for the interviewer

Make a list of questions to ask the interviewer about the job or company. This gives you something (other than yourself) to

talk about and shows the interviewers that it's important to you that the role fits you as much as you fit the role. Some good questions to ask may include:

- What does a typical day or week look like in this role?
- What are the biggest challenges that someone in this position would face?
- Is this a new role or will I be taking over for an employee who's leaving?
- What types of skills is the team missing that you're looking to fill with a new hire?

Stay calm and be yourself

Remember that body language is important too. Make eye contact, give a firm handshake, and be aware of your posture and movements. Relax and be yourself. As long as you're honest and genuine, there are no wrong answers during an interview.

Even if you don't get the job, you can learn from the interview experience itself, so go in with the intention of presenting yourself to the best of your ability.