

CAREER RESOURCES

# Interview Tips

A Careers Provider jobseeker guide to help you prepare better, feel confident and perform professionally in interviews.



CAREERS PROVIDER PROPERTY

Prepared for jobseekers by Careers Provider

<p><b>Build Confidence</b> Feel prepared and ready.</p>	<p><b>Make an Impact</b> Show your skills clearly.</p>	<p><b>Get Hired</b> Take the next step in your career.</p>
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<p><b>Quick Interview Checklist</b></p>	<input type="checkbox"/> Research the company	<input type="checkbox"/> Know your CV	<input type="checkbox"/> Prepare your clothes	<input type="checkbox"/> Bring your documents	<input type="checkbox"/> Arrive 10-15 minutes early

# Step-by-Step Interview Guide

## Before the Interview

### Research the company and job role

Learn what the company does and understand the position you applied for.

### Read the job advert carefully

Look at the duties, skills, and requirements so you know what the employer wants.

### Know what is written on your CV

Be ready to explain your experience, education, skills, and previous duties.

### Prepare answers to common questions

Practice simple answers for questions like "Tell us about yourself" and "Why should we hire you?"

### Plan your transport and arrival time

Know the address, travel time, and aim to arrive 10 to 15 minutes early.

## During the Interview

### Greet the interviewer politely

Start with a smile, good manners, and a respectful greeting.

### Sit properly and stay calm

Good body language shows confidence and professionalism.

### Listen carefully before answering

Make sure you understand the question before giving your answer.

### Speak clearly and honestly

Keep your answers simple, professional, and truthful.

### Show interest in the job

Let the employer see that you are serious and excited about the opportunity.

## After the Interview

### Thank the interviewer for their time

End the interview politely and show appreciation for the opportunity.

### Wait professionally for feedback

Give the employer time to respond and avoid sending too many messages.

### Think about what went well

Review your interview and remember the answers you handled well.

### Improve where needed

Use the experience to prepare better for your next interview.

### Keep applying for opportunities

Do not stop your job search while waiting for feedback from one company.

## Careers Provider Reminder

Preparation is one of the strongest ways to improve your interview confidence. Read this guide before the interview and use the checklist on the first page.

# Common Interview Questions

<p><b>Tell us about yourself</b></p> <p>Example answer: My name is [Your Name]. I have experience in customer service, admin, sales, or the field I am applying for. I am hardworking, reliable, and willing to learn. I am looking for an opportunity where I can use my skills and grow in the company.</p>
<p><b>Why do you want this job?</b></p> <p>Example answer: I am interested in this job because I believe my skills match the role. I also want to gain more experience, grow professionally, and contribute positively to the company.</p>
<p><b>Why should we hire you?</b></p> <p>Example answer: You should hire me because I am reliable, hardworking, and serious about doing my job properly. I am willing to learn and I will do my best to add value to the company.</p>
<p><b>What are your strengths?</b></p> <p>Example answer: One of my strengths is that I am reliable. I make sure that I complete my work properly and on time. I also work well with people and I am willing to learn new skills.</p>
<p><b>What is your weakness?</b></p> <p>Example answer: I used to struggle with public speaking, but I am improving by practicing and becoming more confident when speaking to people.</p>

## Do's and Don'ts

<p><b>Do</b></p> <ul style="list-style-type: none"> <li>● Arrive early</li> <li>● Dress neatly</li> <li>● Speak clearly</li> <li>● Be honest</li> <li>● Show confidence</li> </ul>	<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>● Be late</li> <li>● Dress untidily</li> <li>● Use slang</li> <li>● Lie or exaggerate</li> <li>● Check your phone</li> </ul>
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# Helpful Interview Tips

## Research the Company

Find out basic information about the company before going to the interview. This shows that you are serious about the opportunity.

- Check what the company does.
- Know where the company is based.
- Understand the job you applied for.
- Visit the company website or social media page.

## Know Your CV

Make sure you understand everything written on your CV because the interviewer may ask you about your experience, skills, or education.

- Know your previous job duties.
- Be ready to explain your skills.
- Do not add false information.
- Prepare examples from your experience.

## Dress Professionally

Your appearance creates the first impression. You do not need expensive clothes, but you should look clean, neat, and presentable.

- Wear clean and neat clothing.
- Choose simple professional colours.
- Make sure your shoes are clean.
- Avoid untidy or very casual clothing.

## Speak Clearly

Good communication helps the interviewer understand you better. Take your time and answer questions calmly.

- Speak slowly and clearly.
- Listen before answering.
- Keep your answers professional.
- Avoid slang or rude language.

## Be Honest

Honesty is very important in an interview. Employers prefer someone who is honest and willing to learn.

- Do not lie about your experience.
- Do not fake qualifications.
- Say if you are still learning something.
- Show that you are willing to improve.

## Ask Questions

Asking questions shows that you are interested in the job and want to understand the company better.

- Ask about the daily duties.
- Ask what skills are important.
- Ask about growth opportunities.
- Ask when you can expect feedback.

## Online Interview Tips

### Test Your Device

Check your phone, laptop, camera, microphone, and internet connection before the interview starts.

### Choose a Quiet Place

Sit in a quiet and clean area where there will be no noise or distractions during the interview.

### Join Early

Join the online interview a few minutes early so that you are calm, prepared, and ready on time.

## Mistakes to Avoid

- Arriving late for the interview

- Not knowing what is written on your CV

- Speaking badly about previous employers

- Giving dishonest answers

- Using slang or unprofessional language

- Looking at your phone during the interview

## Documents to Take With You

- Copies of your CV

- Certified copy of your ID

- Certified copies of qualifications

- Pen and notebook

- Driver licence, if required

- Portfolio or examples of work, if needed

## Final Interview Advice

An interview is not only about giving perfect answers. It is about showing that you are prepared, respectful, honest, and serious about the job.

Be confident, be yourself, and always present yourself professionally.

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This downloadable guide was prepared by Careers Provider for jobseekers.

Use it before your interview, save it on your phone, and share it with someone preparing for work opportunities.

Good preparation today. Better opportunities tomorrow.