

PREPARING FOR AN INTERVIEW

Being fully prepared for an interview both physically and mentally, will ensure that you feel confident and secure. An interview is a two-way street, so as much as the interviewer/company is finding out if you are suitable for the job, you too are finding out if the company is right for you.

You should prepare the following before the interview:

- Know where you are going and how you are going to get there exactly! Which busses, trains or taxi's will you need to take and how long will it take you!
- Who you are seeing for the interview, what their position is within the company and how you pronounce their name?
- Look at their website or try getting a copy of their company brochure and find out:

Who owns the company?

What is the company all about? What is their business?

What service or products does the company offer?

How big is the company? And are they growing?

What is the latest news on or within the company?

- Give yourself enough time to travel to the interview, ensuring you will be 5 – 10 minutes early for the interview.