



Job Interviews Etiquette

Job interviews can be an extremely nerve-wracking experience and you tend to need to get everything “perfect” from start to finish. Read a few of our top tips for job interview etiquette to ace that day!

Practise and Prepare

So many people go to job interviews without any preparation at all. After all, you’re only talking about your own personal experiences. However, this is a huge mistake! A job interview requires serious preparation and strategy planning in order to make a good impression and get offered the job. This could be through mock interviews with a colleague or your careers department or simply thinking through your answers and doing a bit of research before the big day.

Know The Job

If you did a blitz of applying to hundreds of jobs you may have forgotten which one exactly the interview is about. Read the job description over, check which skills they’re looking for, understand the responsibilities of the job as they may well ask about this in your interview. Many companies also expect you to research them and you may be asked questions such as “*what do you know about our company?*” You should always be prepared to answer this question- read marketing materials, scour through the website, read the social media posts, type the company name into a news search, find stories about them and read articles about their most recent projects.

Dress The Part

Each company has a totally different dress code so it’s best to contact the interviewing company before the big day to ask what they expect you to wear - you need to look the part. You should “overdress” slightly to show you care for the

position and want to make a good impression, but not too much. It's also recommended not to wear aftershave or perfume that is too strong, to wear dark and neutral clothes, which show authority and confidence, to have clean teeth and fresh breath and to make sure all zips and buttons are done up. Remember that you're under "investigation" from the second you walk into the interviewing place. This means receptionists or people walking you from one room to another may be asked for their opinion of you. It's always recommended to make conversation with anyone involved in your interviewing day.

Arrive On Time

It's extremely important that you arrive on time for your interview. You don't want to arrive late but you also don't want to be there too early. Around 15 minutes before your interview start time is a good resting period.

Turn Phones Off

You really don't want your mobile phone to go off during an interview, not even to buzz on silent. It's best to turn it off completely just in case!

A Strong Handshake

The handshake is the first moment of contact between you and your interviewer and you want to leave a lasting impression. Give a strong handshake (without breaking your interviewer's arm!)

Act Accordingly

Now you've given a good first impression, you need to keep up appearances throughout your interview. You should feel confident with your content but remember that your body language will be recognised too. Ensure you have good posture sitting in the chair. Don't slouch to the back of a chair, sit slightly forward but not on the edge of the seat! Keep both legs uncrossed with your feet flat on the ground. Sit up to pay attention, show that you're listening and interested. Maintain strong eye contact with your interviewer, have an open body (i.e. no crossed arms!)

Take The Water

Most companies will offer you a glass of water at the beginning of your interview and it's always recommended to take it. When they're pouring the glass of water, it gives you a chance to breathe, look around your surroundings and get comfortable with the environment. Water can be a great tool in your interview to give you time

to think. If you are asked a question that you're not sure how to answer, take a sip of water, think and prepare your answer. Just try not to spill it!

Use A Notebook

It is also recommended to take along a professional-looking notebook. If you think of a question to ask your interviewer at the end (as a result of your conversation) take down a note in your book. You could prepare your questions in advance too and write them down or even write some information you could use in the interview on a page and use it to guide you (without reading!)

Appropriate Conversation

When speaking you always want to be clear and concise. Don't ramble on! The STAR method is often recommended - situation (explain the scenario), task (describe your responsibility), action (describe what steps you took), result (describe the outcome). By using this method with all your interview responses, you'll feel comfortable with a structure and you won't end up rambling on! You don't want to overshare any irrelevant information.

Of course, you shouldn't interrupt your interviewer and it's often recommended to use mirroring - copying the tone and gesture of your interviewer to get the right style. This doesn't mean you copy everything they say or do, but be aware of how they're acting and their hand gestures and replicate them yourself.

It should go without saying that you should never lie in an interview either! If you do get offered the job but you are found out, it could cause many future issues with your brand new employer.

Documents In Order

Although the interviewer will most likely have a copy of your CV, it's recommended to be prepared anyway and take a fresh clean copy with you. You could also take a printed list of references or client testimonials, in case you're asked, a business card for future contact and, depending on the job, samples of your work or a portfolio.

Send Your Thank You

After an interview, it's always polite to send a thank you note. This could be a simple email that expresses thanks for the opportunity. It's also important that you follow-up if you don't hear anything back.