



INTERVIEW SUCCESS

PRACTICE. PERFORM. PROGRESS.

Acing an interview is about more than just having the right answers. It's about showing the best version of you. Use these tips to help you feel confident, make a great impression and land the job.



BEFORE THE INTERVIEW



Research thoroughly
Learn about the company, their values, products/services and recent news.



Understand the role
Read the job description carefully and think about what they are looking for.



Practise common questions
Rehearse your answers out loud so you can speak with confidence.



Prepare your examples
Use the STAR technique to prepare strong examples of your achievements.



Plan your outfit
Wear something smart, clean and appropriate for the role and company culture.



Plan your journey
Check your route, travel time and parking. Aim to arrive 10–15 minutes early.



Bring what you need
Take extra copies of your CV, a notepad and a pen.



Look after yourself
Get a good night's sleep and eat well before your interview.

DURING THE INTERVIEW



Make a great first impression
Greet everyone with a smile, make eye contact and be polite.



Listen carefully
Pay attention to the questions and take a moment to think before you answer.



Answer clearly and confidently
Keep your answers relevant, structured and to the point.



Show your value
Highlight your skills, experience and achievements with examples.



Be yourself
Authenticity builds trust. Let your personality shine.



Stay positive
Keep a positive attitude throughout the interview.



Ask thoughtful questions
Asking the right questions shows your interest and enthusiasm.

TOP TIPS FOR SUCCESS

1

Be confident
Speak clearly, sit up straight and believe in yourself.

2

Focus on the role
Show how your skills and experience match what they need.

3

Give real examples
Use examples to prove your achievements and impact.

4

Manage nerves
It's normal to feel nervous. Take deep breaths and stay calm.

5

Watch your body language
Maintain good posture, smile and avoid fidgeting.

6

Stay engaged
Show enthusiasm and interest throughout the conversation.

7

Keep it professional
Avoid negative comments about past employers.

8

End strongly
Thank them for their time and reiterate your interest in the role.

COMMON INTERVIEW QUESTIONS



- Tell me about yourself.
- Why do you want this role?
- What are your greatest strengths?
- What is your greatest weakness?
- Why should we hire you?
- Where do you see yourself in 5 years?
- Tell me about a challenge you faced and how you handled it.
- Do you have any questions for us?

THINGS TO AVOID



- ✗ Talking negatively about past employers
- ✗ Giving short or one word answers
- ✗ Checking your phone or watch
- ✗ Fidgeting or poor body language
- ✗ Exaggerating or being dishonest
- ✗ Not asking any questions
- ✗ Interrupting the interviewer
- ✗ Forgetting key achievements

AFTER THE INTERVIEW



- Thank the interviewer for their time.
- Send a thank you email within 24 hours.
- Reiterate your interest in the role and why you're a great fit.
- Reflect on what went well and what you can improve.
- Keep applying and stay positive!

INTERVIEW CHECKLIST



- ☐ Researched the company
- ☐ Reviewed the job description
- ☐ Practised my answers
- ☐ Prepared STAR examples
- ☐ Planned my outfit
- ☐ Planned my route
- ☐ Arrived 10–15 minutes early
- ☐ Brought copies of my CV
- ☐ Asked thoughtful questions
- ☐ Sent a thank you email



DOWNLOAD THIS RESOURCE
Use it to improve your interview skills and boost your chances of success.



TOP TIP

Preparation builds confidence. Confidence creates impact. Be prepared, be positive, be unforgettable.