

When Invited for Interview

QUICK TIPS

When invited for interview you need to find out the following:

- Where exactly the interview will take place.
- Who will conduct the interview and what their position is within the organisation.
- Whether there will be any psychometric or other type of assessment involved.

Larger organisations often send out an information pack after inviting people to interview. This may contain information such as a job description and company details. If you're not provided with all the information you require, contact the employer and request it.

Making Arrangements

If they do not send you a copy of the job description, request one. You want to know about the job so that you can prepare well. If you have the opportunity to choose the time of your interview, seek a slot as late as is available. That way you maximise your chances of an effective interview and of standing out in the interviewer's memory.

Confirm by email the interview place, time, day and date - to avoid any mistake, as a courtesy and to make a good impression. It is also often worthwhile telephoning in advance of the interview. For instance, you might call beforehand to obtain exact directions to the venue.

Getting Ready

A good start is to re-read the advertisement and your application correspondence. Consider what you have to offer by way of experience and strengths. Maybe, memorise your five or six most important points. Do not assume the interviewers will have read everything in detail – or that they will be able to remember your career details.

Getting ready should include a thorough analysis of your motives and interest in the specific appointment. Taking into account what you know about the job role for which you are being considered and the organisation, think through your responses to the following questions:

- What qualifications, experience and achievements do I have that are relevant?
- What other unique selling points do I have in relation to this opportunity?
- What are the areas where I do not seem to fit the job description?
- How will I deal with questions about these shortcomings?
- Why am I interested in this role and in this organisation?