



## ROTARY CLUB OF BRIDPORT

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### Tips for the future on Interview Technique

#### **DON'T BE LATE!**

1. Be clear about your expectations – ask yourself your reasons for attending the interview
2. Go ready to 'sell' yourself, aim to impress – you can rehearse this
3. First impressions are very important – be confident, smile, look the interviewers in the eye and give a firm handshake. Don't forget to leave in a courteous, pleasant and positive manner
4. Dress smartly and avoid any form of self adornment that could distract you or the interviewers
5. Your body language is really important, sit up straight leaning forward slightly and look interested
6. Always maintain eye contact with the interviewer
7. Be enthusiastic
8. Do your homework before the interview. Find out all you can about the potential employer – use a search engine such as Google and prepare at least two questions to ask
9. Remember that the interview is your opportunity to find out about the potential employer. Always ask questions when given the opportunity
10. Be aware of local, national and international current affairs prior to the interview especially those that may have a bearing on the potential employer's industry
11. Be yourself

**GOOD LUCK!**