
Interviewing Tips For Candidates

Questions to Ask

- Why is the position available
- What training programs are available
- What are the positions goals
- How will the incumbent's performance be measured
- What opportunities are there for growth – 12 months, 2 years, 5 years
- What growth is expected for the firm over the next 12 months

Questions you May be Asked

- Tell us/me about yourself – keep this professional: past jobs, education, achievements
- Why are you interested in this position
- Why do you want to work for our company
- What are your significant achievements – again keep this professional
- What do you know about our company
- How do you handle stress and work under pressure
- Have you ever not met a deadline – why?
- What are your career goals
- Where do you see yourself in 2 years
- What other jobs/companies are you considering
- What money are you looking for – Nizza provides all clients with your salary expectations, and we negotiate such things every day – the best answer here is “I expect a fair salary for the job requirements”

Interviewing Do's and Don'ts

Do's

- ✓ Plan to arrive 15 minutes early – no earlier
- ✓ Examine the company website before the interview – this will give you a good understanding of what the company does and who they do it with (future employers are flattered that you have done your homework and made an effort)
- ✓ Clarify questions you aren't sure of
- ✓ Answer questions as specifically as possible – relate your skills and experience to the position requirements
- ✓ Be professional – smile, make eye contact, maintain good posture
- ✓ Be enthusiastic – this always impresses future employers
- ✓ Be prepared to turn perceived weaknesses into strengths
- ✓ Ask questions – an interview is a mutual exchange
Listen – concentrate on the interviewer's words, tone of voice and body language. This helps build rapport

Don'ts

- ✗ Don't answer vague questions – clarify what is being asked
- ✗ Don't interrupt the interviewer
- ✗ Don't ramble – answer questions as concisely as possible
- ✗ Don't lie
- ✗ Avoid derogatory remarks about past or present employers or managers – stick to facts only
- ✗ Don't wear heavy cologne or perfume
- ✗ Don't be too friendly – even if the interviewer is
- ✗ Don't chew gum
- ✗ Don't smoke before the interview
- ✗ Don't mention money – that's Nizza's job!

Closing the Interview

- Thank the interviewer for their time
- Ask when you can expect to hear back from Nizza regarding feedback
- Ask if there is anything you can advise them that would assist with their decision making
- Ask for a business card (so you can send a thank you email later)

Follow Up

When back in your car / desk etc, write down your thoughts on the interview. Any pros and cons about the position/company/interviewer/location etc. This will assist you in your decision making process later – especially if you have more than one offer.

Call your consultant or email them with these thoughts within a few hours of the interview.

COUNTER OFFERS

- Remember why you started looking / considered other opportunities – will the counter offer fix it?
- Are you being fully challenged / utilised in your current role?
- If you are worth more money to your employer – why didn't they recognise this before?
- Will accepting a counter offer block your career track?
- Will your responsibilities be expanded?
- Is this pay rise instead of next year's?
- What training do you want, and why hasn't it been provided?